

JOB DESCRIPTION

JOB TITLE: Senior Care Assistant – Grade B

Supervisors Title: Unit Care/Team Leader or Registered Nurse

MAIN PURPOSE:

- To demonstrate, promote and ensure high standards of health and social care for the people living in the home.
- To work with the staff team to provide a homely environment for people living in the home.
- To work with the Registered Nurse/Unit Care/Team Leader to ensure the smooth running of each shift.
- To positively role model and promote our person centred philosophy of care to staff, relatives and visiting professionals in order to maintain a consistently high standard of care and support.

ENVIRONMENT:

Brunelcare is a registered Charity and Housing Association employing over 1200 staff. It has 3 divisions: Housing services have 33 sheltered and extra care housing sites, Community services support more than 3000 clients in the community as well as 4 day centres, and the Care Home division has 4 care homes with 270 beds: the majority of residents live with a Dementia. Our purpose is to help people to make the most of their lives (both staff and clients). We also have a 24 bed Reablement Centre based in Bristol that is part of the Care Homes division.

MAJOR JOB CHALLENGES:

1. To actively mentor junior colleagues in order to role model, coach and ensure the highest possible standards.
2. To dispense and administer medication to residents following successful completion of training and associated competencies.
3. To supervise and appraise junior colleagues, being able to address any areas of concerns and also praise and encourage good practice.
4. To work with the team to provide personal care for people living in the home.

1 APPROVALS: Director of Care Homes

Date prepared: April 2017

Prepared by: Sandra Payne, Head of Clinical Excellence

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5. To ensure people living in the home are always treated with respect and dignity, emphasising their independence and supporting them as individuals.
6. To understand and be involved in implementing programmes of care for people living in the home.
7. To maintain up to date and accurate daily and on going records for people living in the home and ensure that junior colleagues are aware of the importance of this.
8. To be involved in the induction of new staff in the home.
9. To become a 'Champion' in an area of care where a specific interest or skill set has been demonstrated.
10. To communicate effectively within the team, raising any concerns in an appropriate and timely manner to the relevant senior member of staff on duty.
11. To communicate effectively and in a professional manner with relevant healthcare professionals visiting the home e.g. GP, Wound Care Service.
12. To be aware of and conversant with Brunelcare policies and protocols that are relevant to every day working practices.

KNOWLEDGE AND EXPERIENCE:

1. Previous experience working as a Care Assistant with a commitment to work towards or have already achieved NVQ/QCF Level 3 qualification or equivalent.
3. Excellent communication skills – demonstration of a competent and professional manner regardless of the situation.
4. Able to demonstrate good time and resource management skills.
5. A flexible and adaptable approach to working hours in order to meet the operational requirements of the home.
6. Able to evidence good leadership qualities such as listening skills, supportive mentoring and coaching skills.

ESSENTIAL KEY QUALITIES:

- To be able to work effectively within the team – allocating breaks, workload etc to meet the needs of the people living in the home
- To be able to promote activities that will enhance the social well being of the people living in the home.
- To be able to demonstrate a complete understanding of the necessity for confidentiality and duty of candour requirements.

- A commitment to the development of staff to enable them to be empowered to take responsibility for their actions and deliver excellent customer service.
- A commitment to develop self, completing relevant mandatory training and CPD activities in order to work in accordance with best practice.
- A commitment to enabling older people to live their lives as well as they can regardless of the complexities of their long term condition or life limiting illness.
- Able to act as an ambassador for BRUNELCARE.

EXPECTED SKILLS & COMPETENCIES IN LINE WITH A HUMAN RIGHTS STANDARD -

Right to Life – Protects an individual from intentional loss of life or the ‘wrongdoing’ in practice (abuse or failing in clinical care) of others. People who demonstrate behaviours that respect life and living are emotionally and socially aware.

Right to a Fair Trial – Recognises the process of communication and how well we listen to others and enable them to be heard. Requires people, who demonstrate the behaviours that enable good communication, are self aware and understand how their words and emotions impact on others around them including those less able to communicate verbally due to cognitive or physical impairment.

Right to Freedom and Liberty - Recognises the importance in the provision of ‘choice’ and enables an individual to undertake risks for emotional wellbeing. Requires people who demonstrate the behaviours that encourage choice have social awareness and self management; they demonstrate empathy and a positive outlook to achieving goals and overcoming obstacles.

Right to Not be treated in an inhuman or degrading way – Recognises that people are individuals with differing needs for comfort, expression of feelings and dignity. Requires people who demonstrate behaviours that encourage compassion and dignity, that are emotionally self aware, have strong self management competencies of adaptability, emotional self control and positive outlook. They have a social awareness of empathy and relationship management both with people receiving care and support and the rest of the team.

Right to Not be Discriminated against – Recognises personal preferences, lifestyle choices, cultural diversity and equal opportunity. Requires people who demonstrate the behaviours that remove the opportunity to discriminate, are emotionally self aware, have strong self management, are able to flexibly handle change and juggle multiple demands and demonstrate empathy, taking an active interest in others feelings, perspectives and concerns.

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Right to respect to family and private life – Recognises the responsibility to facilitate family life, existing and new relationships and any form of communication or activity that supports and respects family and personal living. Requires people who demonstrate behaviours that encourage and foster respect and facilitation of another's family and personal living. They are emotionally self aware, able to self manage and control their emotions, have strong social awareness, empathy and organisational awareness, picking up cues and reading emotional currents.

MAJOR JOB CONTACTS:

Trustees, Chief Executive, Directors, Home Manager, Deputy Manager, Head of Clinical Excellence, CQC, Local Authority Commissioners, GP's, Other Health Care Practitioners, Relatives and non professional visitors to the home.