



CALDWELLCARE

RESIDENTIAL CARE FOR THE ELDERLY

**CALDWELL GROUP LTD
CALDWELL & BELING LTD
CALDWELL CARE LTD**

JOB TITLE

Senior Carer

AIM

To ensure that the physical and psychological well being of all residents is maintained at the highest level in a pleasant and harmonious environment.

Responsible to the Registered Manager

Responsible for the care staff team and the running of the home in the absence of the Registered Manager

GENERAL RESPONSIBILITIES OF THE POST

The Senior Care Assistant (SCA) will be accountable to the Manager or their representative and will be responsible for assisting in the management of the establishment, together with other SCA's, and the maintenance of good professional standards in care practices. As part of the management team of the establishment, the SCA will be expected to provide and develop a warm and sensitive caring environment for the residents.

The SCA will be one of a team of senior staff working on a rota basis and sharing in the overall provision of supervisory cover. The SCA will work on a rota basis and will also have special areas of responsibility within the home.

MAIN DUTIES AND RESPONSIBILITIES

1. To be directly responsible for supervising, assisting and motivating care staff in providing a planned and stimulating environment which provides for the care, emotional and physical well being of the Residents.
2. To ascertain training requirements of staff and give advice on care delivery where appropriate.
3. To ensure that the ongoing progress of individual Residents is properly assessed and recorded to enable all staff to be made aware of current needs and problems.
4. Attending and participating in regular reviews of Residents when required to do so.
5. To be directly responsible for keeping up-to-date the administration of medication as prescribed by the GP.
6. To be involved with other SCA's in formulating alternative methods of care to facilitate individual and group needs.
7. To understand and ensure all care staff work to and apply all policies and procedures as determined by management
8. To encourage Residents to learn new skills and to take up other interests and activities.
9. To ensure that care staff encourage Residents to maintain an acceptable standard of personal hygiene and appearance and to assist with dressing and toileting, bathing and feeding where necessary.
10. To encourage Care Staff to be aware of their counselling function, i.e. to understand the emotional and personality problems among the Residents.
11. To be an integral part of the management team and assist in the formulation and review of policy
12. Specific areas where Care Staff may need tuition, training and supervision in the general routine of the home are as follows:
 - 12.1. Washing and bathing Residents and seeing to personal hygiene
 - 12.2. Care of hair and scalp
 - 12.3. Care of the elderly with dementia
 - 12.4. Care of pressure areas
 - 12.5. Applying ointments and dressings

- 12.6. Care of the dying
 - 12.7. Bed-making
 - 12.8. Care of Residents clothing and personal property.
13. All Care Assistant duties and any other duties relevant to the job as required by the management.

OTHER ADMINISTRATIVE RESPONSIBILITIES

Completion of accident forms and admission and discharge register.
 Arranging an appropriate bath rota.
 Arranging appointments for Residents in respect of doctors, dentists etc.
 Completion of all Resident and statutory documentation
 Staff shifts and rotas if required
 Other administrative duties as specified from time to time by the management.

SPECIAL CONDITIONS

Rostered weekend and evening work will be involved and it may be necessary to cover for another SCA who is absent.

SHIFTS

As per the rota

QUALIFICATIONS

They will need to have proven care experience in care or a similar setting. NVQ 2 in Health and Social Care is desirable

PERSONAL ATTITUDE

The person selected as senior carer will have a genuine interest in elderly people and their well being, will be self motivated and able and happy to work in both a team situation and alone. They will have to be able to time manage and to multi-task. Essentially they will have the ability to carry out all the above with composure, a happy countenance, a positive attitude and a relaxed manner.

TRAINING

To manage in this function effectively mandatory training as determined by current regulations would be necessary if it is not already in place. It would be expected that the selected candidate would have an interest in ongoing training and would take the necessary steps to ensure they are up to date and fit to practice as a senior carer.

EMPLOYMENT OBLIGATIONS

Completion of application form
 Provision of two references one from current or most recent employer
 Complete a Rehabilitation of Offenders Declaration
 Agree to a Disclosure and Barring Service Enhanced check
 You will be given and expected to sign a contract of employment
 You must be confidential with any information you receive or use within the home and complete a confidentiality agreement

Name	
Signed	
Date	