

## **JOB DESCRIPTION**

**Post:** Senior Care Assistant

**Reports to:** House/Home Manager

### **Main Purpose of the job**

To participate as part of a team in providing personal care to our residents to enable them to live as full, active and independent a life as possible, promoting Erskine's philosophy of excellent care standards.

Senior Care Assistants will assist with the planning and delivery of person-centred care to ensure that personal, physical, emotional, social and spiritual needs are met. They will also support SVQ candidates.

The Senior Care Assistant is accountable to the House/Home Manager and is responsible for overseeing the Care Assistant role.

### **Duties/Responsibilities**

1. To provide physical care and support to residents in accordance with their care plans and Erskine's policies and procedures.
2. To support the Clinical Lead and co-ordinate the development and implementation of individual care plans for residents, taking into consideration their life history, preferences, risk assessments, hobbies, interests and action plans.
3. Collect information on activities, resources and opportunities within the Home and the Community which may interest the resident. Present these in a meaningful way to the individual. Facilitate and enable these plans of support to be carried out effectively.
4. Promote and encourage the involvement of residents in activities of their choice and enable residents to maintain and generate connections within the Community and maintain their support networks.
5. Involve each resident and those people they wish to be involved in the decision making processes in relation to their care. Support residents to exercise their rights.
6. Support residents, relatives and other staff in relation to resident condition changes, especially in relation to sensitive areas. Report any changes/problems/complaints concerning residents or Home to the Nurse in Charge. Discuss resident changes with Nurse in Charge or GP as required.
7. Ensure and enhance residents' dignity, privacy, choice, safety, potential, equality and diversity in accordance with the Care Commission's standards.
8. Administer medicines in accordance with Erskine's policies and procedures
9. Support the Clinical Leads e.g. taking blood pressure and record accurately, small dressings, etc.
10. Monthly drug order
11. Develop and maintain relationships with residents, families, friends, stakeholders and advocates.
12. Undertake to deliver direct personal care to meet the needs of the residents.
13. Maintain confidentiality at all times.
14. Maintain accurate records.
15. Attend training, as required.
16. Attend meeting, as required.
17. Support Care Assistants undertaking SVQ II.
18. Support and 'Buddy' new staff.
19. To act as 'Person in Charge' in accordance with Care Commission staffing schedule.

## PERSON SPECIFICATION

No	Applicant criteria for post	Essential	Desirable
<b>Qualifications &amp; Experience</b>			
1.	SVQ III in Health and Social Care	√	
2.	Experience in a similar role		√
3.	Experienced in personal care, infection control and health & safety		√
4.	Knowledge and workings of a care environment	√	
5.	Registration with SSSC		√
<b>Skills and Qualities</b>			
6.	Excellent communication skills, both written and verbal	√	
7.	Excellent interpersonal skills and motivation	√	
8.	Ability to maintain effective working relationships with residents, relatives and staff	√	
9.	Understand the indirect impact that change has on other areas of the organisation		√
10.	Ability to work as part of a team and use own initiative	√	
11.	Patience and understanding along with a kind, warm and caring nature	√	
12.	Ability to deal with conflicting situations and challenging problems giving consideration to dignity and respect	√	