

ELMFIELD HOUSE.

JOB DESCRIPTION.

Job title: Senior care worker.

Reports to: Manager.

Responsible for: All staff on duty.

Staff whom you mentor.

Qualifications required:

Level 3 diploma or NVQ3 in health and social care (or to be actively working towards these qualifications.)

Completion of all mandatory training.

Deputising:

The senior care worker is appointed to deputise for the home manager and is expected to take responsibility for Elmfield at all times with regard to the personal care and general welfare of all residents in the absence of the Home manager.

To take charge of and ensure that all daily tasks are completed to the highest standard.

Care:

To assist the Home Manager and seniors as follows:

- To ensure that care plans are implemented and that records are kept up to date.
- You are responsible for the construction of six care plans and monthly updates to be done in the first week of each calendar month. You are allocated six paid hours per month for you to maintain your six care plans and it is your responsibility to fulfil this duty.
- Care plans for new residents to be done within the first 10 days of a resident being admitted to Elmfield House.
- To carry out all duties as delegated from time to time by the home manager. To be aware of general legislation and statutory regulations relating to the care of the elderly.
- To assist the manager in the assessment of potential new residents following Elmfield House's assessment guidelines.

- To fulfil individual role responsibilities for whichever of the following you are assigned to: fire safety, medication or Health and Safety. These responsibilities are rotated every six months and you will receive full training from the home manager.
- You have mentor responsibilities which includes conducting two toolbox talk sessions per month with your assigned members of staff. You must endeavour to ensure that you complete your monthly action plans and use effective time management techniques.
- To create a warm, friendly and welcoming atmosphere and manage facilities so as to provide the highest standard of physical and emotional care; to enable residents to exercise freedom of choice and encourage self- help, mutual support and independence as far as is practical for each resident.
- To ensure that residents are provided with proper facilities to meet their social and welfare needs. To promote and organise appropriate stimulating activities within the home and encourage all residents to participate in such activities.
- To report any concerns or issues to the manager immediately so that they can ensure medical, dental and other health services are available for residents and are used in a manner that will be most beneficial to them. To liaise with practitioners and prepare reports, notes or other paperwork which may be required for such purposes. The medical welfare of our residents is of upmost priority therefore please ensure that all medical needs are met and attention sought when needed.
- To ensure that allocated daily life records, food/ fluid charts, MAR charts, bath/ shower rotas, positional charts and other relevant paperwork is completed promptly and to the expected standard.
- To carry out all duties as delegated from time to time by the home manager or seniors. To be aware of and comply to legislations and statutory regulations relating to care of the elderly.

General responsibilities:

To meet the personal care needs of our residents in a way which takes into consideration person- centred care and respects the dignity of the individual and which promotes independence.

To assist in showing potential clients and/ or their relatives around the home in a professional manner in the manager's absence.

To ensure the home's appearance is maintained at all times to the expected high standards and to encourage other staff to actively participate in this.

To promote a friendly and welcoming atmosphere at all times.

To respect our resident's rights to privacy, dignity and choice.

To help in the promotion of the resident's social, physical and emotional well-being.

To promote and participate in stimulating activities with our residents on a daily basis.

To answer resident's call bells promptly and attend to their care needs as directed.

To attend and participate in regular staff meetings.

To assist with the induction of new staff as and when needed.

To assist with the toileting needs of residents as and when needed.

To provide end of life care of residents when necessary.

To attend to the increased needs of any residents who are unwell.

To accurately record information about our residents in the correct place and in accordance with the homes policies and procedures.

To read and keep up to date with the home's policies and procedures which are updated annually. You must follow and adhere to the information contained in these policies and procedures and ensure that you always work in a way promoting best practice.

To read the care plans of all residents so that you are familiar with their needs and preferred delivery of care.

To attend regular supervisions and annual appraisals as requested by the home manager.

To carry out general housekeeping duties as and when needed. Night staff to complete allocated cleaning duties on a nightly basis as directed on task lists.

To complete mandatory training upon induction, as well as in-house refresher training and annual updates. The manager may request you to complete other training courses if it is felt this will help you progress within your job role.

To report any concerns which you may have about our residents and other colleagues to the manager who will deal with them according to the home's policies and procedures.

To ensure that you are punctual to work and in your work duties.

To report sickness promptly (ideally the day before) and to complete a self- sickness certificate and attend a back-to-work interview before the start of your next shift. This will be conducted by the senior or manager on duty.

To oversee and manage staff attending to resident's personal care needs.

To oversee the smooth running of all day to day activities within Elmfield.

In the absence of the home manager to check the staff rota and ensure that the home is adequately staffed at all times.

To liaise with other staff on matters on mutual interest.

To maintain the security of the building at all times whilst on duty.

To ensure that the furnishing and equipment in all areas are maintained at all times.

To manage physical resources in the most effective way.

To ensure that all food hygiene and catering procedures conform to regulations.

To ensure that all staff and residents are aware of fire safety procedures and that weekly fire testing of the home's fire alarm system are conducted. Regular fire drill to be carried out.

To identify aspects where improvements can be made to resident's care.

To develop and maintain relationships within the community and with external healthcare professionals whose services may be beneficial to residents.

To report any accidents, illness or other untoward incidents involving people within the home.

To ensure that all staff and residents are familiar with important notices regarding resident's care and any new documents and relevant legislation pertaining to Elmfield.

Personnel:

To assist the home manager as follows:

To provide leadership and motivation to the staff team; being sensitive to their individual needs. To help them achieve job satisfaction and to enable them to achieve their full potential whilst providing a high standard of care to our residents.

To define and carry out in-house training activities such as toolbox talks and refresher training sessions.

To fulfil a thorough and proper induction programme for new staff and ensure that they are adequately instructed and trained in all procedures and agreed ways of working.

To participate in annual inspection reviews and interviews as required.

In the absence of the home manager to check resident's petty cash weekly.

To take petty cash from relatives and give receipts following petty cash guidelines.

In the absence of the manager to pay for services such as hairdressing, chiropodist etc used by residents using their petty cash when there is proof of receipt.

This is not an exhaustive description of the duties and responsibilities of a care worker at Elmfield House. The post holder is expected to carry out any other reasonable requests by the home manager.

Please read and sign that you have understood this document and that you agree to the expected roles and responsibilities of a senior care worker.

Name: _____

Signature: _____

Date: _____