1) **JOB TITLE:** SENIOR CARE ASSISTANT (Nursing Unit)

2) **REPORTS TO:** Nurse in charge
   * all staff report through their supervisor to the Home Manager

3) **PURPOSE OF JOB:**
On a daily basis, support the nurse(s) to supervise the delivery of excellent standards of care which promotes privacy and dignity, whilst enhancing independence, rehabilitation and personal choice.

4) **MAIN JOB ACTIVITIES AND RESPONSIBILITIES:**
All job activities and responsibilities are to be carried out in accordance with the attached Ethos of Care and Personal Responsibility Framework and in line with all current Policies and Procedures.

<table>
<thead>
<tr>
<th>MAIN JOB ACTIVITIES AND RESPONSIBILITIES</th>
<th>HOW WE WILL KNOW THAT THESE ARE CARRIED OUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undertake the following care planning activities for clients to meet changing physical, psychological and social needs, taking into consideration privacy, dignity, personal choice and informed consent:</td>
<td>• Every client will be encouraged to be as independent as possible</td>
</tr>
<tr>
<td>• Implementation of individual care plans</td>
<td>• Individual care plans are appropriate to client needs</td>
</tr>
<tr>
<td>• Feedback information to support ongoing evaluation of care</td>
<td>• Clients and staff are not put at risk</td>
</tr>
<tr>
<td>Act in the role of key worker as allocated.</td>
<td>• Clients are able to communicate their needs and feelings appropriately</td>
</tr>
<tr>
<td>Ensure care is delivered in collaboration with clients, their family and friends (where appropriate) and members of the multi-disciplinary team.</td>
<td></td>
</tr>
</tbody>
</table>

This job description indicates the main duties and responsibilities of the post.
It is not intended to be a complete list and may be subject to change periodically.
# Job Description

Support the nurse(s) in the supervision of an allocated group of staff to ensure that shifts run smoothly, making sure all work is carried out in an organised and efficient manner taking into consideration:
- All relevant legal and regulatory requirements
- Policies and procedures
- Good leadership qualities, effective man management and staff relations
- Prioritisation and delegation methods
- Effective and economic use of materials, staff and equipment
- Appropriate environmental and cleanliness standards

<table>
<thead>
<tr>
<th>Support the nurse(s)</th>
<th>Internal and external audits demonstrate excellent standards of care delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Surveys and audits demonstrate high staff morale</td>
</tr>
<tr>
<td></td>
<td>Day to day running of the home is effectively supervised, documented and reported</td>
</tr>
</tbody>
</table>

Assist in the admission and discharge of clients with due regard to:
- Psychological considerations
- Record keeping
- Safe care and custody of client property

<table>
<thead>
<tr>
<th>Assist in the admission and discharge of clients</th>
<th>Clients settle into the home and feel welcome and in control of what is happening to them</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Client property is handled safely and appropriately</td>
</tr>
</tbody>
</table>

Supervise and deliver appropriate terminal care interventions to clients, supporting relatives, friends and carers, reporting signs of discomfort or concerns immediately to the Nurse.

<table>
<thead>
<tr>
<th>Supervise and deliver appropriate terminal care interventions</th>
<th>Clients are pain and discomfort free during the last stage of their life</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Relatives, friends and carers feel supported during this difficult time</td>
</tr>
<tr>
<td></td>
<td>Terminal stages of a client’s life are as dignified and comfortable as possible</td>
</tr>
</tbody>
</table>

Liaise appropriately with all visitors and callers to the home referring them to senior staff as appropriate:
- Family and friends
- Prospective clients and their family and friends
- GPs, Social workers, District Nurses and other professionals
- Regulatory inspectors

<table>
<thead>
<tr>
<th>Liaise appropriately with all visitors and callers to the home referring them to senior staff as appropriate</th>
<th>MDT involvement in care is evident</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The home has a good reputation in the local community</td>
</tr>
<tr>
<td></td>
<td>Professional visitors and callers are appropriately supported to undertake their role within the home</td>
</tr>
</tbody>
</table>

This job description indicates the main duties and responsibilities of the post.
It is not intended to be a complete list and may be subject to change periodically.
## Job Description

**Undertake appropriate activities to contribute to the development of self and other staff including:**
- Assisting in identifying skills and knowledge gaps
- Developing and working towards outcomes and objectives
- Participating in in-service training for self and junior staff including S/NVQ and induction programmes
- Provide opportunities for junior staff to discuss any concerns or problems
- Continually update own knowledge of care, promoting best practice

**Staff have appropriate skills and knowledge to undertake their role within the home**
- New staff are aware of their role and appropriate policies and procedures

**Communicate clearly with clients, taking into account individual needs and ability, ensuring clients wear/use hearing aids, spectacles and other communication aids appropriately**

**Clients are able to communicate their needs and feelings appropriately**
- Clients are able to make informed choices about their care

**Demonstrate good written and verbal communication standards including:**
- Accurate and legible records
- Consideration of confidentiality
- Appropriate internal and external reporting
- Consideration of differing needs and abilities of those with whom you are communicating

**Records are complete, accurate and legible**
- Confidentiality is appropriately maintained
- Changes in client condition are acted upon quickly

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This job description indicates the main duties and responsibilities of the post. It is not intended to be a complete list and may be subject to change periodically.
**Job Description**

| Have due consideration of the protection needs of service users, staff and members of the public on a daily basis. Taking into consideration the following legal, regulatory and best practice guidelines: | • Risks to clients, staff and others are minimised  
• Vulnerable clients are appropriately protected |
| --- | --- |
| • Risk assessment and risk management  
• Quality assurance  
• Equal opportunities and anti discriminatory practices  
• POVA  
• Health and safety | |
| Maintain daily contact with clients, their family and friends, facilitating social activities and promoting involvement in all appropriate aspects of care. | • Clients and those close to them feel involved in home activities  
• Clients are able to make informed choices about their care and daily activities  
• Clients are stimulated and feel able to continue previous hobbies and interests |
| Provide appropriate advice and support to enable clients to make informed choices. | |
| Handle any complaints received in accordance with Policy | |
| Record and pass on observations and findings and messages appropriately e.g. weight, food and fluid intake, telephone messages. | • Confidentiality is maintained  
• Records are complete, accurate and legible  
• Changes in client condition are acted upon quickly |
| This will also include simple tests such as TPR, urinalysis and BM’s once appropriately trained to do so. | |
## Job Description

<table>
<thead>
<tr>
<th>Duties</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Assist with client mobility, changes in position (including pressure relief) using approved, safe techniques and equipment. | • Clients are handled safely  
• Staff are not put at risk  
• Pressure sores do not develop within the home and those from outside reduce in size and intensity |
| Assist in keeping the care environment clean, tidy and hazard free e.g.:  
• Cleaning of equipment and safe disposal of waste  
• Making beds ensuring infected/soiled linen is handled appropriately  
• Assist with the washing and handling of linen and personal laundry when necessary  
• Ensure clients’ rooms and communal areas are kept tidy, clean and clutter free | • The home is seen as the clients’ home and not just a work place  
• Risks are minimised  
• Staff show appropriate respect for their working environment |
| Assist with client bathing, dressing, undressing, toileting and personal hygiene paying due attention to :  
• Hair, nails, teeth/dentures  
• Shaving requirements  
• Personal image and appearance Preferred/prescribed creams and lotions | • Clients are clean and comfortable and appropriately dressed and groomed  
• Client continence abilities are maximised  
• Complications are avoided  
• Client dignity and self respect is maximised |
| Perform escort duties as requested to hospital and other professional visits.  
Chaperone and support visiting doctors and other professionals as requested | • Clients feel supported during potentially stressful visits to and from professionals  
• Visiting professionals are supported to undertake their role within the home |

This job description indicates the main duties and responsibilities of the post.

It is not intended to be a complete list and may be subject to change periodically.
| Participate in social activities, encouraging relatives, friends and carers to become involved as appropriate | • Clients and those close to them feel involved in home activities  
• Clients are stimulated and feel able to continue previous hobbies and interests |
| --- | --- |
| As requested by a supervisor or manager, undertake any other reasonable task, which is within your competence. | • Customer surveys demonstrate client satisfaction  
• Use of resources is maintained in a cost-effectiveness way. |