

## Job Description - Senior Care Assistant

**Reports to:** Deputy Manager

**Job Purpose:**

Manage all aspects of the shift to deliver a service which provides a high standard of care which meets the needs of individual residents.

Deliver a quality of service which meets Care Quality Commission (CQC) standards, improving the quality of resident's lives.

**Key Accountabilities:**

- Shift management.
- Ensure medication is kept and the provision is completed in line with medical advice and legislation.
- Care planning including reviews.
- Delivery of rotas and ensuring adequate shift cover.
- Compliance with company policies, CQC standards and other legislation directly affecting the home and its residents.
- Performance of the care team.
- Identify and report any incidences of poor practice or abuse in line with the safeguarding policy.
- Escalate concerns / issues to Deputy Manager as appropriate

**Knowledge and Understanding:**

- Understanding of CQC standards and their impact in care management and practice.
- Ability to assess, plan, implement and evaluate care.
- People management.
- Health and safety legislation.
- Safeguarding of vulnerable adults.
- Mental Capacity Act and Deprivation of liberty.
- Data protection and confidentiality in a care setting.

**Skills:**

- Commitment and passion to provide high quality care.
- Negotiation and influencing skills.
- Ability to adapt to different situations and work under pressure.

- Management and organisation skills.
- Flexible and reliable.
- Approachable manner.

**Experience/Qualifications:**

- Knowledge of a care setting and the needs of older people.
- Previous people management experience is desirable.
- Experience of working in a customer focused environment.
- Experience of delivering hands on care.
- Care level 3 diploma or team leading qualification.

**Key Activities:**

- To lead and be responsible for the shift, assessing priorities, delegating available resource effectively and ensuring documentation is completed.
- Responsible for administering, recording and ordering medication, and ensuring any medication errors are responded to promptly and effectively
- Review the care needs of residents, analysing trends to ensure care plans' are maintained accurately and care is delivered accordingly.
- Responsible for effective delivery of the rota ensuring adequate staffing levels are met in accordance with specific needs of residents.
- Effectively induct, supervise and train Care Assistants to carry out their roles, managing any performance concerns as and when they arise.
- Liaise with other external health and social care providers and any stakeholders to ensure residents welfare needs are met. This may be in conjunction with the Deputy manager
- Responsible for a management task within the location such as moving and handling trainer, health and safety etc.
- Assist in meeting nutritional needs of the residents.
- Take part in delivering hands on care as part of the rota, supporting key workers for named residents, working with, leading and coaching the care team.
- Handle personal monies for customers and take payments

This job description outlines the main duties and responsibilities of the post; it is not intended to be an exhaustive list. From time to time the post holder may be asked to carry out additional reasonable tasks as appropriate to the needs of the business. As such this role definition will be subject to revision as required

To apply, please send your CV along with a cover note detailing the role you are applying for and your required weekly hours to [careers@autographcare.care](mailto:careers@autographcare.care)