

DELIGHT SUPPORTED LIVING

SENIOR CARE WORKER JOB DESCRIPTION

JOB PURPOSE

To assist the Registered Manager in all aspects of care management.

As a member of the care team, you have responsibility for ensuring that the personal care of the service user is maintained, according to the needs and capabilities of the individual.

RELATIONSHIPS

Reports to: Care Manager

Responsible for: Care Workers, self

Close Liaison with: Care Co-ordinator/Service Users / relatives/specialised DSL staff/client groups

STANDARDS OF PERFORMANCE

- To manage time effectively.
- To complete the required number of Risk assessment and Care Profiles.
- To build core teams of staff and effectively manage these teams in delivering high standards of care.

KEY RESPONSIBILITIES

Care Provision

- 1 Undertake risk assessments and take part in reviews as required.
- 2 Oversee new, complex care packages for a limited period and to safely transfer the care within the Company care programmes.
- 3 Assess care packages where complications have been reported.
- 4 Undertake Risk Assessment as requested, complete reports and report back to the Registered Manager.
- 5 Attend service user reviews as requested by the Registered Manager and contribute in writing where requested in support of preparation for such reviews, always sharing such reports with the Registered Manager before submission.
- 6 Uphold standards of the Health and Social Care Act 2008.

Care Worker Management

- 1 Mentor new care workers, offering support, advice and encouragement.
- 2 Ensure that goal plans and rehabilitation goals are being adhered to.
- 3 Assist with care worker supervision and care worker assessments.
- 4 Organise regular care worker team meetings.
- 5 Assist or support with on-call duties as required by the Registered Manager.
- 6 Spot checks to ensure compliance of care workers

Compliance

- 1 Uphold and promote the Company at all times by not bringing the Company into disrepute by always acting in a responsible and professional manner.
- 2 To always wear the uniform provided, where appropriate and maintain a smart, clean appearance at all times.
- 3 To always observe the Company's policies and procedures and report back to the Registered Manager any concerns.
- 4 To be particularly vigilant regarding issues surrounding confidentiality and to never divulge or discuss any information which may be regarded as confidential with any unauthorised person(s).
- 5 To always be aware of and observe professional limitations.

Administration

- 1 Communicate report and liaise, as requested, with the Registered Manager and office staff.
- 2 Allocating, by arrangement, an agreed amount of time in the office weekly.
- 3 Understanding the role of the Care Co-ordinator and the computer systems.
- 4 To attend training courses as required by the Company.
- 5 Respond to reasonable requests where a short notice response is required, including unsocial hours.
- 6 To undertake training programmes as required by the Company which may include:
 - Team Leader Course
 - Induction Training programmes, and to attend refresher training as required.
 - Moving and Handling course and annual updates.
 - Risk Assessment
 - Health and Safety and Food Hygiene.
 - Company Policies and Procedures / Care Standards
 - Quality Standards
 - Introduction to local Social Services Service Specification/Contract Compliance
 - Effective Communication Course

The above is not exhaustive and there may be occasions where something is required of you not on the list, if you are in doubt about whether or not it is part of your job, phone your manager and get advice, but please use common sense. You are there to support service users and staff, you may not agree with some of the service user's choices and preferences but must be able to put your feelings to one side as long as you are not being asked to break the law, or put yourself or others at any kind of risk.

I understand and agree to the items as described above.

Signed.....

Date

Name.....

PERSON SPECIFICATION - SENIOR CARE WORKER

ESSENTIAL ATTRIBUTES

- Proven experience within care profession
- Ability to demonstrate numeracy.
- Articulate with good reporting skills.
- Clear understanding of issues surrounding confidentiality.
- Ability to display good, sound common sense.
- Smart, professional appearance.
- Possess good organisational skills.
- Ability to work as part of a team.
- Demonstrate appropriate availability; demonstrate a flexible and enthusiastic approach.
- Car driver.
- Commitment to complete minimum of NVQ 2 in Care if not currently held and to complete any training deemed essential by the Company.

DESIRABLE ATTRIBUTES

- NVQ 2 in Care qualification (or equivalent) or recognised social / health care qualification.
- Basic computer literacy.