

## Job Description for a Senior Care Support Worker

<b>Job title</b>	Senior Care Worker
<b>Place of Work</b>	Care Embassy Consultancy and Training Ltd 23 Sparrows Herne Bushey Hertfordshire WD23 1FX
<b>Salary</b>	£21,000- £26,000 Per Year (subject to experience)
<b>Working hours (per week)</b>	40 hrs per week
<b>Experience Required (The minimum experience and/or qualifications required.)</b>	<p><b>Essential Experience/Qualification</b></p> <ul style="list-style-type: none"> <li>• Care Certificate (UK's Sixteen Standards Core Skills for health and Care)</li> <li>• Proof of English Language Competence</li> <li>• Police Clearance Report/DBS</li> <li>• Negative Tuberculosis Test Result</li> <li>• Experience of working in health/care related field/environment</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Health related qualifications/degree</li> <li>• Nursing</li> </ul>
<p><b>Job Description</b></p> <p><b>A full job description for the post above including tasks required by this job.</b></p>	<p><b>Main function of the job</b></p> <p>To maintain Care skills at a current level and undertake such training and development as may from time-to-time be required to maintain that currency of practice. To provide Care in accordance with current best practice, according to policy and procedures, agreed standards, legislative requirements, relevant regulations under the direction of the Manager, and within the Care plans agreed from time-to-time.</p> <p><b>1. Care Services</b></p> <ul style="list-style-type: none"> <li>• Routinely oversees and monitors care workers and home carers.</li> <li>• takes responsibility for the shift and for the service while on duty.</li> <li>• responds to emergencies and provides guidance and support to care workers.</li> <li>• assists and enables service users to dress, undress, wash, use the toilet and bath.</li> <li>• serves meals to service users at table or in bed, assists with feeding if required.</li> <li>• generally, assists with service users' overall comfort and wellbeing.</li> <li>• provides interest and activities to stimulate and engage the service user.</li> <li>• helps with daily activities such as letter writing, paying bills, collecting benefits.</li> <li>• undertakes light cleaning and domestic duties including meal preparation as required.</li> </ul>

- monitors service users conditions by taking temperature, pulse, respiration and weight, and contributes to record keeping.
- liaises with professional staff in carrying out care plans etc.
- Assist in the development of the philosophy, goals and objectives for the Care practice.
- Assist in the assessment of the effectiveness of care implementation and delivery
- Implement action to meet and maintain care standards.
- Work in cooperation with members of multi-disciplinary health teams in order to maximise
- opportunities for Service User Therapeutic Care.
- Ensure Service User rights are protected.
- Encourage a model of self-care and Service User rehabilitation.

## **2. Leadership**

- Record relevant activities in Care Plans.
- Evaluate standards of Care competence.
- Encourage innovative methods for the delivery of Care.
- Encourage health promotion within Care strategies.
- Seek opportunities for personal and professional growth.
- Promote a positive image for residency and employment within the organisation.

## **Human Resources**

- Cooperate with the implementation, evaluation, orientation and induction of all new employees.
- Support the implementation of the Organisation's policies and procedures.
- Support the effective resolution of team conflicts.
- Support a work atmosphere which promotes a high quality of work life.
- Support and maintain a culture of performance and excellence.
- Maintain open and honest culture • Maintain duty care and duty of candour

## **3. Working within Care Embassy Consultancy& Training Ltd.**

- Develop effective working relationships with the other employees within The Agency.
- Support an open, positive and inclusive working culture.
- Participate in the development of The Agency's policies.
- Participate in evaluation of The Agency against agreed organisational goals, business, and quality objectives.
- Work to establish effective employer/employee relationships.
- Minimise legal risks.
- Participate in the maintenance of the organisation's management information systems.
- Assist in the formulation and implementation of Care policies and procedures.
- Assist in the implementation and maintenance of the standards required by legislation related to the registration of the organisation.

	<ul style="list-style-type: none"><li>• Act within the organisation's budget based on the organisation's objectives and within the projected revenue.</li><li>• Work in a cost-effective manner.</li><li>• Be involved in the implementation and maintenance of the organisation's quality assurance programme.</li><li>• Assist in the design and administration of an evaluation of the Care standards and Care service provision.</li><li>• Systematically solve day-to-day problematical issues which arise.</li></ul>
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