



Job Title: Senior Care Worker
Responsible to: Manager
Salary: from £20,480

Position Senior Care Worker/Senior Auxiliary Nurse/ Care Co-ordinator
Responsible to

Purpose of position

The senior care worker/care co-ordinator is a “hands-on” member of the management team responsible for planning, organising and checking (including the carrying out of spot checks) that care services are provided in accordance to our regulators and Commissioners namely the Care Quality Commission, NHS and Local Authorities.

The post holder will be expected to deliver hands on care and take part in Care Planning, Assessments and monitoring of care delivery.

Experience required

The post holder must have eligibility to work in the United Kingdom and be able to read, write and communicate strongly in English. (CEFR level B1).

Applicants must have NVQ/RQF Level 3 or equivalent (A level or equivalent qualification) to be eligible for this role.

Applicants must have:

- Experience of working with older people
- Knowledge and use of clinical assessment tools
- Understand care planning processes and have experience of writing care plans
- Experience of leading a shift

Applicants must be able to act in response to an emergency involving a vulnerable client, agitated and distressed clients and the seriously ill.

Overall Responsibilities:

- Monitor and support for care staff and act as a champion for client safety and dignity.
- To maintain skills and knowledge and ensure that care is delivered according to latest guidelines and best practice evidence available.
- Ensure the ongoing safety of clients, staff and visitors through systematic assessment, monitoring and reviewing processes.



- Ensure that clear and accurate records and communication systems relating to clinical and care delivery are maintained and effectively used.
- Act as a role model for good clinical and care governance practice

Specific responsibilities and duties:

- Routinely oversee and monitor care workers and home carers
- Takes responsibility for the shift and for the service while on duty
- Responds to emergencies and provides guidance and support to care workers
- Assists and enables service users to dress, undress, wash, use the toilet and bathe
- Serve meals to service users at table or in bed, assists with feeding if required
- Generally assists with service users, overall comfort and wellbeing;
- Provides interest and activities to stimulate and engage the service user
- Helps with daily activities such as, letter writing, paying bills, collecting benefits
- Undertakes domestic duties including meal preparation as required
- Monitor service user's conditions by taking temperature, pulse, respiration and weight and contribute to record keeping.
- Liaises with professional staff in carrying out care plans, assessments, reviews etc
- Make all necessary arrangements for starting a service
- Supervise care workers and teams in carrying out their work, proving advice and guidance as needed, coaching and mentoring
- Provide direct care in emergencies
- Carry out spot checks of care delivery and report writing, findings to the service management
- Visit service users to get their views on the service being provided and to act on any issues arising
- Assist the service manager with investigations
- Assist with staff induction and training as required, and in the cases of new staff, assess their fitness to work alone
- Work closely with the service's management team with improvement and business planning strategies
- Act as an ambassador for the care service, particularly in its dealings with other professionals and agencies involved in a person's care

Person Specification – Senior Carer
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Criteria	Essential	Desirable
Education/ qualifications	<ul style="list-style-type: none"> • NVQ Level 3 or Higher • Driving Licence • The post holder must have eligibility to work in the United Kingdom and be able to read, write and communicate strongly in English. (CEFR level B1). 	<ul style="list-style-type: none"> • Evidence of personal and professional development
Experience	<ul style="list-style-type: none"> • Have a background in social care or nursing experience • Understanding different service user's needs. • Knowledge and use of clinical assessment tools e.g. waterlow • Managing and writing Care Plans • supervisory skills • Ability to lead shifts 	
Skills/abilities	<ul style="list-style-type: none"> • oversees and monitors care workers and home carers • Lead Shifts while on duty • monitors service users conditions by taking temperature, pulse, respiration and weight, and contributes to record keeping; • Responds to emergencies and provide guidance and support to care workers • Assists and enables service users to dress, undress, wash, use the toilet and bathe 	<ul style="list-style-type: none"> • IT literate

	<ul style="list-style-type: none"> • Serves meals to service users at table or in bed, assists with feeding if required • generally assists with service users, overall comfort and well-being • provides interest and activities to stimulate and engage the service user • helps with daily activities such as letter writing, paying bills, collecting benefits; • undertakes domestic duties including meal preparation as required • Medication Administration • liaises with professional staff in carrying out care plans etc 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Ability to be flexible with regard to working hours • Builds effective and credible relationships both internally and externally • Works collaboratively with others sharing ideas and information at all times • Effectively builds trust with a consistent approach between actions and words • Has the ability to raise standards through innovation and new ideas • Will take responsibility for issues and resolve them. • Able to cope in difficult situations • Ability to build rapport and positively influence others • Ability to inspire professionalism 	



Staff Training and Supervision

- You will be required to be employed for a probationary/induction period of 3 months.
- You will be required to attend regular supervision sessions with the manager and to participate in the performance appraisal process.
- You will be required to attend ongoing training sessions, which will include training in dealing with the user groups you will be caring for and/or supporting

This job description is not extensive and will develop and change over time, within the boundaries of the job purpose.

I confirm that I have read understood and agreed the conditions and requirements outlined above

Name.....

Signature

Date