

## Senior Care Assistant

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Organisation: Cambridge Nursing Home  
Location: London  
Position: Permanent  
Line Manager: Senior Registered Nurse  
Part/Full time: Full time. 35 hour contract.

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### JOB SPECIFICATION

#### Requirements

- To ensure that the physical, psychological, emotional, and spiritual well-being of all residents is maintained at the highest possible level in the pleasant, safe and harmonious environment of the Home.
- To maintain confidentiality at ALL times
- To be aware of their responsibilities in maintaining the Health & Safety of all residents.
- Washing and bathing residents ensuring that they maintain a good level of personal hygiene, care of hair, scalp, nails, dentures, teeth, feet and toe nails
- Feeding needs of residents who are incapable of feeding themselves, serving meals in a presentable manner
- To care for incontinent residents and meeting their special needs
- To care for the elderly frail residents
- Pressure areas care and preventing sores where possible, applying cream under supervision
- To take care of the residents' clothes and personal belongings
- To ensure that residents are suitably dressed at all times
- To tidy residents' rooms and wardrobes ensuring their rooms are clean and tidy at all times
- To ensure residents clothes are laundered daily/weekly
- To take reasonable care to prevent damage to clothing, equipment etc.
- To take care of the dying, and when necessary assisting the person in charge in the last offices
- To participate in activities for the general leisure and social care of the residents
- To remove and dispose of clinical and other domestic wastes and place in the appropriate containers for disposal
- To participate in the assessment and reviews of to assess the needs of each resident when requested
- To monitor the needs of each resident and report any change of needs to the Senior Care Assistant
- To be involved with other carers in establishing and formulating possible alternative methods of care to facilitate individual residents needs when requested
- To encourage residents to learn new skills, take up new interests and activities and maintain those they already have
- To seek to understand the emotional and personality problems among residents and to work through such problems with the assistance of other professionals in group sessions where necessary
- To assist in various leisure activities outings where necessary
- To be fully aware of emergency fire exits and equipment
- To be able to use emergency equipment if necessary and be able to practice

- To know of and put into practice when required the drill for emergency evacuation in case of fire
- To report all accidents and incidents, however minor to the Nurse in charge
- To report defects in equipment to the management and comply at all times to the policies of the Home in relation to Health & Safety policy at work

#### **Responsibility and accountability**

- Your first point of contact is always the Registered Nurse on your floor
- Whilst on duty, you are accountable to the Registered Nurse and to the Senior Registered Nurse
- All Care Assistants are responsible for his/her own actions or inactions
- All staff must be in good health and must report to the Nurse in Charge any sickness, infections, diseases and other condition which may affect their work

#### **Professional duties**

- To support the Nurse/ Team Leader to coordinate the floor
- To induct new team members
- To provide leadership to Care Assistants
- To assist Care Assistants to develop their professional skills, particularly their caring skills for the smooth running of the Home under the supervision of a Registered Nurse, Senior Registered Nurse or any of the management team
- To assist in the teaching and supervision of Care Assistant in training as directed by the Registered Nurse, Senior Registered Nurse or any of the management team
- To help in the supervision and follow up the training of the Care Assistants
- To ensure and if necessary, to arrange, regular meetings with other Senior Carer Assistants to promote peer learning and transfer of knowledge

#### **Personal and Professional development**

- To attend courses for own professional development in your time and the time organised by the employer
- To keep up to date with research and advances in nursing and to implement individualised nursing care
- To comply
- To maintain knowledge of current trends in health care and in the profession
- To participate as required in service user dependency studies and quality assurance programmes
- To attend courses for your own professional development in your time and the time organised by the employer
- To keep up to date with research and advances in nursing and to implement individualised nursing care.
- To comply with the statutory requirements of the Health and Safety at Work Act in attending fire and safety instruction
- To participate as required in patient dependency studies and quality assurance programmes

#### **Personal Attitude**

- Persons selected for Senior Care Assistant posts must have a genuine interest in caring for the elderly. Being practical, flexible, and hardworking would be an advantage.
- All care workers must be trustworthy, reliable and of good character.

- He/she should have the following characteristics;
  - ✓ To always show respect for the Individual resident
  - ✓ To maintain dignity, privacy, and confidentiality of the resident
  - ✓ Seek to establish and develop a relationship with the clients and encourage participation in the activities of the home and encourage interaction between residents.
  - ✓ You must take pride and care in your daily work.
  - ✓ You must adhere to codes of dress set by the Home.

### **Qualifications**

- Must be registered or have completed a QCF Level 3 in Health and Social Care from a reputable provider.

This job description is not exhaustive and will be subjected to periodic review and revision