

Craig Healthcare

Job Description Senior Carer

Responsible to: Unit Manager

Objectives: To assist in the general day-to-day care of the residents. To ensure all residents and staff live and work in a safe and protective environment and to support residents and staff at all times and to provide a point of reference to junior staff.

Key tasks:

1. To assist in the ordering of medication, ensure it is received, stored, administered and returned in accordance with guidelines. To ensure that documentation meets requirement, this includes the management of controlled drugs.
2. To assist in the development of person centred care plans for residents, to include nutritional needs, pressure sore prevention, moving and handling requirement, continence management etc.
3. To manage shifts as required and to delegate duties to staff and supervise all aspects of care delivered.
4. To assist residents who need help with dressing, undressing, bathing and the toilet.
5. To help residents with mobility problems and other physical disabilities including incontinence, and to help in the use of and care of aids and personal equipment.
6. To care for residents who are temporarily sick and needing minor dressings, bed nursing etc.
7. To help care for residents when they are dying.
8. To help in the promotion of mental and physical activities of residents through talking to them, taking them out when possible, sharing with them in activities such as reading, writing, hobbies and recreation.
9. To make and change beds, tidy resident's rooms, light cleaning and the emptying of commodes.
10. To inspect residents laundry and where necessary arrange for repair with the House Keeper.
11. To set up tables and trays, serve meals, feed residents who need assistance, prepare light meals and drinks, wash up and clear and tidy the dining room. Be aware and practise all Food and Hygiene and Health and Safety regulations.
12. To answer call bells, the front door, telephone and welcome all visitors to the home.
13. To read and update all residents files on commencement and completion of the shift. Ensure that any relevant information is passed onto the incoming shift; appraise them of any resident who has been causing concern over the previous shift.

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14. Ensure that medication is received by residents at the appropriate times and records are fully updated.
15. To assist in staff supervision as directed by a manager/deputy manager of staff and to help and assist in the orientation of new care staff, support their training and development.
16. To keep the Manager appraised of any relevant issues or concerns
17. To ensure equipment used is safe and to report any defects, ensuring that any unsafe equipment cannot be used by other persons until repaired. Ensure that all equipment is stored safely.
18. To be mindful of any Health and Safety issues e.g. trailing flexes across corridors and wet floors. Ensure that warning signs are used and clearly visible.
19. To undertake any other reasonable request/task as and when requested on instruction from the manager/ deputy manager.

All staff are required to:

1. Show courtesy and respect to residents, visitors and colleagues at all times.
2. Maintain confidentiality at all times.
3. Report any untoward incidents to the senior member of staff on duty, including illness of residents or fellow members of staff.
4. Be aware of, and at all times comply with, the relevant company policies and procedures, with special regard for Fire, Safety, Health and Safety management, including moving and handling, COSHH regulations and maintenance of records.
5. Promote the Home in a positive manner
6. Attend training sessions and staff meetings

Ihave read and understood my Job Description and agree to be bound by its contents. I understand that any deviation or mal practise which conflicts with my Job Description may lead to disciplinary action.

Signed

Date