

JOB DESCRIPTION

Senior Carer

Location

In the local community (within a 30-mile radius of the Amesbury Head Office)

Reporting to

Jo Broom, Director and the Care Co-ordinator

Main Purpose

Our rapidly growing care company is looking for Carers who are passionate about enabling our clients to continue living within the comfort of their own homes in a safe and secure way. They need to be able to offer a level of care which promotes dignity, respect and choice. Clients homes will vary in size and may range from private homes to assisted living facilities.

Our staff will need to be passionate about creating a welcoming environment through excellent hygiene and will also strive to exceed client expectations.

Our Carers are required to support clients who may have a wide range of differing requirements from companionship and domestic support to personal care. Care must be delivered in accordance with current best practices, according to company policies and procedures, agreed standards and legislative requirements, and relevant regulations under the direction of the Care Co-ordinator and Directors.

In addition, the Senior Carer will be required to assist the Care Co-ordinators to ensure the smooth running of the service to our clients on a day-to-day basis.

This will include:

- Responding to emergencies

- Providing guidance for care staff (under the supervision of the Care Co-ordinator's/Director).
- Promote safe working practice
- Participate in staff inductions and training programmes if required
- Spot checks
- Supervision
- Appraisals

Main duties (to include but not limited to):

- Deliver companionship and personal care in line with the client's bespoke care plan which is agreed and set out before we start delivering care
- Providing support and encouragement to empower the client to lead an independent lifestyle
- Providing companionship and conversation
- Shopping for weekly essentials
- Meal preparation and cooking
- Joining and assisting in hobbies or crafts
- Light domestic tasks and general household duties such as cleaning, bed making, laundry and ironing
- Accompanying clients to appointments
- Driving clients to desired places
- Pet care
- Carry out supervision and monitoring of care staff i.e. spot checks
- Communicating with family, friends and other healthcare professionals on their behalf
- Assisting a client to get up, dressed and preparing them for the day
- Washing, bathing, showering, oral care, grooming
- Toileting including with assisting with use of the commode
- Continence management
- Assistance with eating

- Provide support in the delivery of care for clients with end of life requirements or have a progressive illness
- Assist with completing observation and auditing of care plans for clients to ensure daily records are fully completed and signed and dated at every entry
- Assisting with prescribed medication
- Use of moving and handling equipment, if a client is unable to mobilise on their own
- Working closely with other care professionals such as District Nurses and GP's
- Assisting clients to go to bed, including undressing and washing
- To write and maintain records of care on a daily basis
- To accurately complete Medication Administration Records (MAR charts) in accordance with policies and procedures where this is part of the care plan
- To report to the Senior Carer and/or the Care Co-ordinator if there are any changes or causes of concern in a client's condition
- To attend weekly team meetings on Fridays at Head Office

Follow Policies and Procedures:

- Maintain awareness, understanding and adherence to Company rules and policies and procedures as set out in the Employee Handbook
- Treat all clients with respect and dignity and ensure they receive equitable service
- Maintain personal and client safety through adhering to proper Health and Safety procedures
- Attend and complete mandatory training and be responsible for ensuring mandatory training units are in date

Full training will be provided.

PERSON SPECIFICATION

Essential

- Excellent communication skills
- Excellent use of written and spoken English
- Flexible – able to work on a rota system and available for days, evenings and weekends. Also must be available on call.
- Physically fit - Even with specialist equipment in place and appropriate training, it is important that you are physically fit. A Handling Management Plan designed to reduce the risk of handling injuries may require you to bend, kneel, squat or lunge to ensure good posture during handling tasks
- NVQ Level 2 in care (or equivalent) or willingness to undertake it
- Experience of working in a caring role, preferably with the elderly
- Professional high standards of hygiene (i.e. nails must be clean and at a reasonable length) and clean clothes laundered on a regular basis
- Cheerful and caring with a positive attitude
- Ability to work on own and as part of a team
- Trustworthy, patient and tolerant with a good sense of humour
- Proactive and innovative with regards to planning and carrying out activities
- Have common sense and ability to think outside the box
- Responsible, reliable and well-mannered and able to work under own initiative
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- Able to drive and have a full driving licence

Desirable

- NVQ Level 3
- Previous experience supervising staff
- Experience/Qualification in the safe handling of medicines/medication training – training will be provided

- First aid training – training will be provided

Satisfactory references & proof of eligibility to work in the UK required.

This position requires a disclosure request from the DBS. A conviction will not necessarily prevent you from being employed.