

Job Description- Carer

Job title	Carer -Care Home
Reports to	Manager (deputy manager in manager's absence)
Accountable to	Manager and nominated individual
Location	Sapphire Court Residential Care Home 66-68 Cold Bath Road Harrogate HG2 0HW
Qualifications, skills and experience	<p>DBS This position is subject to an enhanced DBS</p> <p>Qualifications Secondary education qualifications desirable. Qualifications relating to adult health and social care desirable</p> <p>Skills To have a genuine interest and respect for older people Effective verbal communication skills with residents/staff and visitors Effective written communication skills to maintain care records</p> <p>Experience Experience of working as a carer is desirable but not essential Care home experience is desirable but not essential</p>
Summary of role	<p>As a carer your role is to work as part of the care team delivering care which is person centred, meets residents' needs, reflects their choices and preferences and respects their privacy and dignity</p> <p>Under direction/supervision from senior care staff/senior management team you will support residents and ensure their individual needs are met/are being met</p> <p>You will always take action to report any concerns regarding resident health/wellbeing or safety to senior care staff/senior management team to promote resident health and wellbeing</p> <p>You will contribute to the team effort and maintain a positive working culture in the home</p>
Key duties/responsibilities	<p>Person centred care and dignity and respect</p> <ul style="list-style-type: none"> • To maintain and promote the home's mission statement and values • To provide quality care to residents dependent on their individual needs, choices and preferences • To ensure that residents are always treated with dignity and respect

	<ul style="list-style-type: none"> • To promote our ethos of a caring, comfortable, safe and happy home • To promote resident independence, autonomy, individuality and fulfilment of their goals and aspirations • To work under the supervision/guidance of senior care staff/senior team leader/senior management team and provide person centred care to allocated residents • To act as a keyworker to allocated residents • To promote resident engagement with activities of their choosing in the home and the local community • To participate in the home's clubs for residents and open events • To respect diversity and work in an inclusive way <p>Nutrition and hydration needs</p> <ul style="list-style-type: none"> • To ensure that all residents' choices are respected and they receive meals/snacks/drinks of their choice at mealtimes and at any point in the day/night where additional food/fluid is offered or requested • To ensure that you are aware of any resident's allergies and intolerances and that food/drink which is offered is safe for them to eat/drink • To ensure that any resident whose food/fluid to needs to be modified in consistency is of the required consistency • To ensure that any resident who is on a fortified diet receives it • To ensure that you assist residents with eating/drinking in a dignified manner • To maintain accurate food/fluid charts when indicated • On occasions when the cook/kitchen assistant are not on duty to prepare light meals/snacks/drinks for residents <p>Safe care and treatment</p> <ul style="list-style-type: none"> • To ensure that you always follow all home policies/procedures/regulations/accepted practice and care plans when providing care, for example: <ul style="list-style-type: none"> ➤ Assisting residents with personal care ➤ Assisting residents with toilet/incontinence needs ➤ Assisting residents with moving and handling ➤ Ensuring nutritional and hydration needs ➤ Ensuring that residents' skin integrity is not compromised ➤ Caring for residents who are unwell or on end-of-life pathway ➤ Ensuring effective lines of communication between staff/residents and third parties (taking into account the AIS) • To assist senior care staff/senior management team by providing information about residents which is informative/valuable at handover/flash meetings, on assessment of care needs, formulation of care plans, on review and evaluation of care • To maintain accurate and up to date care records
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	<ul style="list-style-type: none">• To report any concerns/risks to resident health/wellbeing/safety to senior care staff/senior management team immediately• To answer call bells in a timely manner• To assist senior team/GP/emergency services when there is an emergency in the home• To participate in effective handovers at the start and end of a shift• To participate in flash meetings• To answer the door/telephone in a courteous manner and greet visitors to the home• To act as a fire marshal under the supervision of shift leader and liaise with emergency services in the event of an emergency situation• To report staff absence to shift leader <p>Health and safety</p> <ul style="list-style-type: none">• To take reasonable care of the health and safety of yourself and all other persons who may be affected by your acts or omissions at work• To adhere to and promote the home's policies/procedures/regulations/training and accepted practices• To ensure your own personal hygiene and cleanliness is of the highest standard and uniform/PPE is worn as per policy• To ensure the home is clean and comfortable and to report any concerns to domestic staff/senior care staff/senior management team• To ensure the home is safe and well maintained and to report any concerns to maintenance person/senior care staff/senior management team• In the absence of domestic staff to perform light cleaning and laundry duties to maintain high standards of home presentation and cleanliness• To be aware of the security of residents and the building and ensure that without restricting residents' liberty that you are aware of the location of residents and are satisfied that when residents leave the home they are safe to do so• In cases of doubt when a resident is planning to leave the home and you have concerns for their health/safety/wellbeing you must always report concerns immediately to senior care staff/senior management team• To ensure that the doors are always locked to preserve the security of the building and all visitors are requested to sign in on arrival and out on departure• To follow all fire policy and procedures• To report any concerns regarding, for example, resident health/wellbeing, care, safeguarding, accidents, incidents, complaints or any other matter of concern in a
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	<p>timely manner to the most senior person on duty/senior management team</p> <ul style="list-style-type: none"> To understand your duty to whistleblow if you witness bad practice/harm or likelihood of harm to a resident etc <p>Confidentiality</p> <ul style="list-style-type: none"> To ensure confidentiality of resident information and information relating to the home is not divulged to third parties in line with the home's policy/procedures and in line with GDPR requirements
Supervisory responsibility	<ul style="list-style-type: none"> None
Training, supervision/ appraisal and meetings	<ul style="list-style-type: none"> To complete all mandatory and additional training (training may be online and/or you may be requested to attend in person) in a timely manner To follow an induction programme and to work under supervision until adjudged competent to work unsupervised by the manager To attend and participate in alternate monthly supervision with manager/deputy manager To attend and participate in annual appraisal with manager/deputy manager To attend monthly staff meetings in person or remotely At least 80% of staff meetings must be attended per year

Qualifications:

- Previous experience as a carer.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Compassionate and patient-centred approach to care.
- Ability to work independently and as part of a team.
- Proficiency in using patient centred software and other administrative tools.
- A commitment to always maintaining confidentiality and professionalism.

Benefits:

- Competitive salary and benefits package from GBP 24,500 to GBP 25,960 annually
- Opportunities for professional development and career advancement.
- A supportive and collaborative work environment.
- The chance to make a meaningful impact on patients' lives.

If you are enthusiastic about providing exceptional patient care and have the skills to support the smooth operation of our care home, we invite you to apply for the above position by sending your resume to **info@sapphirecourt.co.uk**