

**Job Description-Senior Carer**

<b>Job title</b>	<b>Senior Carer -Care Home</b>
<b>Reports to</b>	Manager (deputy manager in manager's absence)
<b>Accountable to</b>	Manager and nominated individual
<b>Location</b>	Sapphire Court Residential Care Home 66-68 Cold Bath Road Harrogate HG2 0HW
<b>Qualifications, skills and experience</b>	<p><b>DBS</b> This position is subject to an enhanced DBS</p> <p><b>Qualifications</b> Secondary education qualifications desirable Qualifications relating to adult health and social care desirable</p> <p><b>Skills</b> 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><b>Experience</b> Experience of working as a carer/senior carer is essential Care home experience is essential</p>
<b>Summary of role</b>	<p>As a senior carer your role is to support the manager/deputy manager in all aspects of the home's management, including taking temporary charge during the absence of the manager/deputy manager/senior team leader.</p> <p>You will work as part of the care team ensuring that the delivery of care is person centred, meets residents' needs, reflects their choices and preferences and respects their privacy and dignity.</p> <p>You will support and monitor staff to ensure that residents' needs are met/are being met.</p> <p>You will always take action to report any concerns regarding resident health/wellbeing or safety and liaise with relevant parties.</p> <p>You will contribute to the team effort and maintain a positive working culture in the home.</p>
<b>Key duties/responsibilities</b>	<p><b>Person centred care and dignity and respect</b></p> <ul style="list-style-type: none"> <li>• To maintain and promote the home's mission statement and values</li> <li>• To provide quality care to residents dependent on their individual needs, choices and preferences</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure that residents are always treated with dignity and respect</li> <li>• To promote our ethos of a caring, comfortable, safe and happy home</li> <li>• To promote resident independence, autonomy, individuality and fulfilment of their goals and aspirations</li> <li>• To promote resident engagement with activities of their choosing in the home and the local community</li> <li>• To participate in the home's clubs for residents and open events</li> <li>• To respect diversity and work in an inclusive way</li> </ul> <p><b>Nutrition and hydration needs</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• To ensure that you and all staff are aware of any resident's allergies and intolerances and that food/drink which is offered is safe for them to eat/drink</li> <li>• To ensure that any resident whose food/fluid to needs to be modified in consistency is of the required consistency</li> <li>• To ensure that any resident who is on a fortified diet receives it</li> <li>• To ensure that all staff assist residents with eating/drinking in a dignified manner</li> <li>• To maintain accurate food/fluid charts when indicated</li> <li>• To assist manager/deputy manager/senior team leader in assessing residents' nutritional status and MUST score</li> <li>• On occasions when the cook/kitchen assistant are not on duty to prepare light meals/snacks/drinks for residents</li> </ul> <p><b>Safe care and treatment</b></p> <ul style="list-style-type: none"> <li>• To ensure you and staff on your shift follow all home policies/procedures/regulations/accepted practice and care plans when providing care, for example:             <ul style="list-style-type: none"> <li>➢ Assisting residents with personal care</li> <li>➢ Assisting residents with toilet/incontinence needs</li> <li>➢ Assisting residents with moving and handling</li> <li>➢ Ensuring nutritional and hydration needs</li> <li>➢ Ensuring that residents' skin integrity is not compromised</li> <li>➢ Caring for residents who are unwell or on end-of-life pathway</li> <li>➢ Ensuring effective lines of communication between staff/residents and third parties (taking into account the AIS)</li> </ul> </li> <li>• To assist home manager/deputy manager in assessing care needs, care planning, care evaluation and reviews</li> <li>• To maintain accurate and up to date care records</li> </ul>
--	---



	<ul style="list-style-type: none"><li>• To administer medication to residents safely in accordance with training/policy and procedures</li><li>• To maintain accurate and up to date MAR charts</li><li>• To receive, store or dispose of medication in line with procedure</li><li>• To take action to arrange the dispensing of medication which is prescribed out of hours</li><li>• To take action to obtain a prescription and dispensing of medication when there is a shortfall</li><li>• To maintain a clean and hygienic treatment room</li><li>• To be aware of any risks to resident health/wellbeing/safety and to follow care plans to prevent/minimise harm</li><li>• On identification of any new risks to report these to manager/deputy manager/senior team leader immediately</li><li>• To perform basic observations of blood pressure, pulse, temperature and oxygen saturation when indicated and to report any concerning findings to GP/111/999/home manager/deputy manager/senior team leader as appropriate</li><li>• To answer call bells in a timely manner</li><li>• Always to attend emergency call bells promptly to assess the situation and provide help to the resident/administer first aid/BLS and/or make calls for assistance</li><li>• To escalate any concerns with resident health/wellbeing to GP/111/999 (as appropriate) in a timely manner and, if necessary, inform manager/deputy manager/senior team leader without any undue delay</li></ul> <p><b>Health and safety</b></p> <ul style="list-style-type: none"><li>• 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</li><li>• To adhere to and promote the home's policies/procedures/regulations/training and accepted practices</li><li>• To ensure your own personal hygiene and cleanliness is of the highest standard and uniform/PPE is worn as per policy</li><li>• To ensure the home is clean and comfortable and to report any concerns to domestic staff/home manager/deputy manager/senior team leader</li><li>• To ensure the home is safe and well maintained and to report any concerns to maintenance person/manager/deputy manager/senior team leader</li><li>• In the absence of domestic staff to perform light cleaning and laundry duties to maintain high standards of home presentation and cleanliness</li><li>• 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</li></ul>
--	---



	<p>satisfied that when leaving the home residents are safe to do so</p> <ul style="list-style-type: none"> <li>• 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 to manager/deputy manager immediately</li> <li>• 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</li> <li>• To follow all fire policy and procedures</li> <li>• To report any concerns regarding, for example, resident health/wellbeing, care, safeguarding, accidents, incidents, complaints or any other matter of concern in a timely manner to the manager/deputy manager</li> <li>• To understand your duty to whistleblow if you witness bad practice/harm or likelihood of harm to a resident etc</li> </ul> <p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• To work as shift leader in the absence of the manager/deputy manager/senior team leader</li> <li>• To participate in effective handovers at the start and end of a shift</li> <li>• To participate in flash meetings</li> <li>• As shift leader to allocate the care of individual/group of residents to staff members based upon individual care needs/staff experience/skill set and key worker role</li> <li>• To maintain accurate record keeping</li> <li>• To support and lead by example new and inexperienced staff members</li> <li>• To answer the door/telephone in a courteous manner and greet visitors to the home</li> <li>• To escalate concerns about resident health/wellbeing/safety to GP/111/999/manager/deputy manager as appropriate in a timely manner</li> <li>• To liaise with healthcare services when necessary and make appropriate records</li> <li>• To act as fire marshal and liaise with emergency services in the event of an emergency situation</li> <li>• To report staff absence as per policy and ensure cover is arranged</li> <li>• To act as a key worker for allocated residents</li> <li>• To act as a lead/champion in the home if required (e.g. dining experience lead, infection control lead, staff champion, medication champion)</li> </ul> <p><b>Confidentiality</b></p> <ul style="list-style-type: none"> <li>• 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</li> </ul>
<b>Supervisory responsibility</b>	<ul style="list-style-type: none"> <li>• To give instructions and support to care staff when on duty</li> </ul>



# Sapphire Court

	<ul style="list-style-type: none"><li>• To supervise/shadow care staff when on duty</li><li>• To monitor care and be satisfied that it is being provided in accordance with policy/procedure/training/care plans</li><li>• To check that residents' care needs are being/have been met</li><li>• To report any concerns/shortfalls with your own, or other staff members' ability/aptitude/training etc to manager/deputy manager without undue delay</li></ul>
<b>Training, supervision/ appraisal and meetings</b>	<ul style="list-style-type: none"><li>• 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</li><li>• To follow an induction programme and to work under supervision until adjudged competent to work unsupervised by the manager</li><li>• To attend and participate in alternate monthly supervision with manager/deputy manager</li><li>• To attend and participate in annual appraisal with manager/deputy manager</li><li>• To attend monthly staff meetings in person or remotely</li><li>• At least 80% of staff meetings must be attended per year</li></ul>

## Qualifications:

- To have a genuine interest and respect for older people
- Ability to perform routine/emergency small repairs to equipment, fixtures and fittings
- Ability to perform routine inspections
- Ability to follow and complete maintenance records/schedules
- Ability to work as part of a team
- Effective verbal communication skills with residents/staff and visitors

## Benefits:

- Competitive salary and benefits package from GBP 27,500 to GBP 29,744 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**