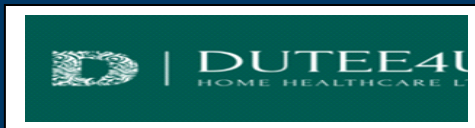




Role Details	
<b>Job Title:</b>	Senior Carer
<b>Reports to:</b>	Deputy Manager
<b>Job Overview: (Note - In addition to these functions, employees are required to carry out such duties as may reasonably be required)</b>	<ul style="list-style-type: none"> <li>To provide leadership to the care staff within the service</li> <li>To provide care in accordance with current best practices, according to policy and procedures, agreed standards, legislative requirements and relevant regulations, under the direction of the Manager</li> <li>To supervise the care services within the organisation in accordance with agreed standards</li> <li>To maintain skills at a current level, and undertake such training and development as may, from time-to-time, be required to maintain practices as up to date</li> </ul>
<b>Location:</b>	The service premises, but you may be required to work from other locations at the discretion of the company and with appropriate notice.
<b>Working Hours:</b>	5 days over a 7-day period, as agreed with the Manager.

Responsibilities and Duties of the Job	
<b>Role-specific Duties:</b>	<p>The Senior Carer’s responsibilities include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>Ensure service users are at the heart of the care delivery and their wishes and preferences enhance their wellbeing</li> <li>Assist residents with all aspects of personal care e.g. washing, dressing, toileting etc</li> <li>Act as a mentor to all new Care Assistants</li> <li>Ensure Moving and Handling guidelines are followed</li> <li>Complete all documentation as requested by the service’s</li> <li>Maintain a clean and safe environment within the service user’s home</li> <li>To supervise staff and ensure that all staff contribute to the efficient running of the service</li> <li>Be responsible for promoting and protecting the welfare of those individuals supported by the service</li> </ul>



<b>Working with Others:</b>	<ul style="list-style-type: none"><li>• Develop effective working relationships with other employees within the service</li><li>• Work in cooperation with members of multidisciplinary teams to maximise opportunities for service users</li></ul>
<b>Other Duties:</b>	Other duties and responsibilities to be undertaken may include any (or all) of the items in the following list: <ul style="list-style-type: none"><li>• Seek opportunities for personal and professional growth</li></ul>
<b>Personal and Professional Development:</b>	<ul style="list-style-type: none"><li>• Attend statutory training and any other training as directed by management</li></ul>

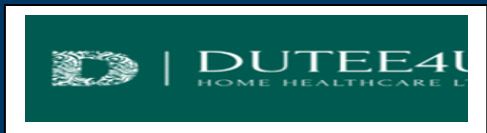


### Person Specification

*\*The selections for essential and desirable have been left intentionally blank for you to determine these.\**

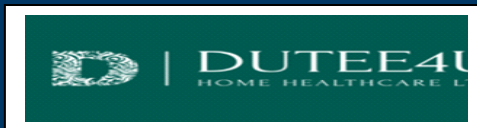
Specific Requirement for Qualifications	Essential	Desirable
Good English - written and verbal		
Vocational qualification level 3 Health and Social Care		
Supervisory or management qualification		

Specific Requirement for Skills	Essential	Desirable
<b>Proficient Written Skills</b>		
Maintain all care plans/care records in accordance with the service's policy and audit care records following company policy to ensure compliance		
<b>Leadership Skills</b>		
Ability to induct and orientate new employees to the job role and service		
Organise and plan supervision and appraisals for care staff		
Provide and oversee staff providing people with support/assistance as they accomplish daily tasks, including bathing, eating, dressing, grooming and using the bathroom		
Dispense medication following the service's policies and procedures		
Communicate any problems, concerns or changes to service users' family members as needed		
<b>Communication Skills</b>		
Senior Carers need to build rapport with service users by establishing personal connections and showing interest in their lives		
The post-holder should recognise the importance of effective communication within the multidisciplinary team, with service users and their families/friends whilst recognising people's needs for alternative methods of communication, and respond accordingly		
To greet visitors and show prospective service users and families the facilities as required		
<b>Problem-solving Skills</b>		
Senior Carers need to be able to adapt to, and address situations quickly. Plan, develop, implement and assess approaches to		



promote health and wellbeing, whilst recognising and reporting situations where there might be a need for protection		
Specific Requirement for Skills	Essential	Desirable
Disposition/Personal Attributes		

Specific Requirement for Previous Experience	Essential	Desirable
Previous experience of working in a similar environment		
Previous experience of working in a similar supervisory role		
Experience of working with service users, in particular, those that may have additional support needs		



Area	Specific Requirement
<b>Working Together</b>	<ul style="list-style-type: none"> <li>• Involve Service Users, families, external agencies and colleagues</li> <li>• Speak up when things go wrong</li> </ul>
<b>Respect and Dignity</b>	<ul style="list-style-type: none"> <li>• Understand person-centred care and can demonstrate treating people as individuals and respecting choices</li> <li>• Promoting independence and encouraging appropriate risk taking</li> </ul>
<b>Everybody Counts</b>	<ul style="list-style-type: none"> <li>• Ensuring no one is discriminated against or excluded</li> <li>• Understand human rights and impact on care delivery</li> <li>• Facilitating people to 'speak up' about concerns and acting upon them</li> </ul>
<b>Commitment to Quality of Care</b>	<ul style="list-style-type: none"> <li>• Striving for quality in everything we do, recognising and understanding what quality in care means for people using the services</li> <li>• Being accepting about criticism and focusing on improvement</li> <li>• Being open to new opportunities for learning and identifying the limits of skills and knowledge</li> </ul>
<b>Compassion</b>	<ul style="list-style-type: none"> <li>• Treating people with kindness</li> <li>• Understanding the importance of empathy in all areas of employment</li> <li>• Understanding the values of others and always providing a caring service</li> </ul>
<b>Improving Lives</b>	<ul style="list-style-type: none"> <li>• Focus on how things could be done better and sharing ideas</li> <li>• Understanding of wellbeing and what is important to people using the service</li> <li>• Improving outcomes for people</li> <li>• Ensuring appropriate services are provided for people using the services</li> </ul>



Company Values

*\*This section has been left blank intentionally for you to insert your company values.\**