

WEST OF ENGLAND FRIENDS HOUSING SOCIETY LIMITED

AVENUE HOUSE

Job Description

- Job Title:** Senior Care Assistant
- Place of Work:** Avenue House, 5 Cotham Park North, BS6 6BH
- Probationary Period:** Six Months
- Responsible to:** Manager, Deputy Manager
- Main Purpose:** Ensure the care and well being of residents

Hours of work are on a rota basis. The rota is drawn up by the Manager and is normally available 4 weeks in advance. Although a regular shift pattern is the norm, shift patterns may be varied to meet the operational needs of the home.

Holiday pay will be accrued on a pro rata basis from the 1st day of your employment.

During the probationary period no sick pay other than S.S.P will be paid. On completion of the probationary period staff will be entitled to have their statutory sick pay made up to their normal base rate for the equivalent of 3 working weeks in any 12 months.

PRINCIPAL ACCOUNTABILITES

Care

- Ensure all residents are always treated with respect and dignity, emphasising their independence and supporting them as individuals.
- Assist in maintaining a happy, homely working atmosphere at all times.
- Carry out agreed practical procedures for residents, as directed by Manager/Deputy.
- Be conversant with and act in accordance with guidelines for administration of medicines.

Communication

- Be welcoming and helpful to all visitors to the home.
- Effectively communicate with Manager/Deputy on all staff matters
- Take responsibility for hearing, noting and reporting any comments, complaints or suggestions for improvements of care.
- Observe confidentiality.

- Attend the report session.

Supervision

- To supervise care and domestic staff.
- Oversee the standards of care.
- To follow all agreed procedures.
- Ensure staff dress in a way appropriate to the role (i.e. minimum jewellery and sensible shoes).
- Attend and ensure staff attend training sessions.
- Ensure holiday/sickness cover is provided from within care staff.
- Carry out administration duties as required.
- Where applicable, undertake appraisal of staff.

Health and Safety

- Investigate, report and record all accidents. Ensure incidents receive the appropriate treatment.
- Know and communicate fire regulations and the health and safety policy.
- Be fully aware of all hygiene procedures.
- Follow correct procedures for disposing of waste materials.

In addition to the duties and responsibilities listed, the job holder is required to perform other duties assigned by the Manager/Deputy from time to time.

KNOWLEDGE AND EXPERIENCE REQUIRED

Personal

- High standards of personal hygiene and appearance.
- Kind, genuine carer, able to show common sense.
- An ability to act appropriately at all times.
- Ability to direct junior staff.
- Able to develop and maintain effective working relationships with residents, team members and representatives of a wide range of external agencies, sometimes under conditions of pressure and emotional stress.

Experience

- Relevant experience working in a residential setting.
- An understanding and knowledge of equalities issues and anti-discriminatory practices.
- Previous supervisory experience in an EPH/EMI or similar environment.

Knowledge of

- The ageing process
- Current care philosophies.

- Manual Handling
- Fire procedures
- Food Hygiene
- First Aid Training

Able to demonstrate

- Effective communication verbally and in writing.
- Analyse individual and group needs and maintain appropriate care strategies.
- Provide professional support to staff.
- Leadership skills.
- Manage time, prioritise and allocate workload.

Equal opportunities – The postholder will be required to use his/her initiative in ensuring that Avenue House's Integrated Equalities Policies are implemented within the home, both in his/her own work and in that of staff supervised by the postholder.

Safety – The Postholder is covered by all the provisions of the Health and Safety at Work Act and regulations made under it.

Flexibility – This job description only contains the principal accountabilities relating to this post and does not describe in detail all the duties required to carry them out.

Personal Development – All employees should have a personal commitment to, and shared responsibility for, their own development and training needs.

JOB CONTACTS

- Residents, staff, relatives and professionals.