

The Mortimer Society

Care Staff

Job Description

Responsible To: Registered Manager, Deputy Manager, Senior

Objectives: To provide as part of a team, individual person centred support for our residents and encourage them to achieve their potential and retain their individuality. To be responsible for maintaining the general wellbeing of our residents within a safe and friendly environment.

Key Responsibilities

Supporting Residents:

- Treating all residents with kindness and consideration and maintaining their dignity and privacy at all times.
- Working according to Policies and Procedures and implementing care as directed in individual care plans, risk assessments and programmes.
- Being aware of the requirement to maintain confidentiality regarding any information concerning residents both within and outside of the home.
- Carrying out any duties as instructed by the Manager/Deputy Manager/Senior.
- Recognising and supporting the cultural, emotional and religious needs and preferences of our residents.
- Working as part of a team to support residents and taking responsibility for delivering their care plan according to their individual needs.
- Participating in all areas of key worker responsibility and attending case reviews for individual residents.
- Supporting residents to maintain links with families, friends, care managers and advocates.
- Providing residents with assistance with all aspects of personal care where needed e.g. bathing/showering/toileting, shaving, cutting finger nails and dressing.
- Observing residents and reporting any changes/concerns to senior staff.
- Promoting daily living skills, access to community resources for leisure and education and social networks.
- Acting as an advocate for residents and ensuring the service we provide reflects their views/opinions and wishes.
- Participating in group and individual activities, to further social and leisure needs and interests.

Medical:

- Monitoring the physical health, wellbeing and behaviour of residents and taking necessary action in emergencies.
- Assisting with the administration of medication.
- Ensuring correct diets are maintained for individual residents and monitoring their weight where appropriate.
- Being aware of medical needs and supporting residents to attend appointments as requested.

Administration:

- Assisting residents to manage their money. Obtaining receipts for purchases made and completing all necessary paperwork relating to any financial transactions.
- Completing all resident daily records and any other administration as directed by the duty senior.

General:

- Working closely as part of the care team, ensuring effective communication with other staff members.
- Behaving in a professional and courteous manner to all residents, families, visitors and colleagues.
- Care staff are required to have a reasonable level of physical fitness to carry out their duties in a safe manner.
- Care staff must have a good working knowledge of mobility equipment and attend all required training in this area.
- Helping and encouraging new staff in delivering daily care.
- Reporting any Health and Safety or risk issues.
- Attending regular staff meetings and staff training as required.
- Providing support for colleagues and acting swiftly and responsibly to assist them in the event of an emergency.
- Carrying out any other duties as requested by the Manager/ Deputy Manager/Senior.