

The Mortimer Society

Senior Care Staff

Job Description

Responsible To: Registered Manager, Deputy Manager

Objectives: Exercising leadership when in charge of the home by sound organisation, good communication and relationships. To work alongside and supervise the work of the care staff and to liaise between the Manager and care staff for the running of each shift. To ensure that the team maintains a high standard of care and individual person centred support for our residents encouraging them to achieve their potential and retain their individuality within a safe and friendly environment.

Key Responsibilities

Administration:

- Supervising care staff to ensure a high standard of individual care is delivered to each resident and organising the workload of each member of the team.
- Being aware of and implementing agreed policies/care plans/guidelines and noting their effects.
- Ensuring that all daily records, including individual programmes and charts have been completed by care staff and signed accordingly.
- Handing over to the following shift and ensuring that all relevant information is passed on.
- Attending senior care meetings, study days and training and participating in discussions on the progress of each resident.
- Supporting new staff in their induction programme and reporting any staff issues to the Manager.
- Liaising in a professional manner with members of the staff team and all external agencies.
- Taking responsibility for dealing with residents' personal allowance and petty cash and ensuring receipts are obtained and relevant paperwork is complete.
- Arranging cover for last minute sickness as necessary.
- Guiding and supporting all care staff throughout the daily shift.

Supporting Residents:

- Supporting care staff to assist residents with personal care where needed e.g. bathing/showering/toileting, shaving, cutting finger nails and dressing.

- Recognising and supporting cultural, emotional and religious needs and preferences of our residents.
- Monitoring the physical health, wellbeing and behaviour of residents and taking necessary action in emergencies.
- Participating in group and individual activities, to further social and leisure needs and interests.
- Being aware of the requirement to maintain confidentiality regarding any information concerning residents both within and outside the home.
- Supporting residents to maintain links with advocates and families.
- Assisting residents to manage their money.
- Observing residents and reporting any changes/concerns to Manager/Deputy Manager.
- Promoting daily living skills, access to community resources for leisure and education and social networks.
- Acting as an advocate for our residents and ensuring the service we provide reflects their views/opinions and wishes.

Medical:

- Taking responsibility for the administration of medication and ensuring the clinical room is clean and tidy at all times
- Reporting to the Manager the need for any health appointments.
- Liaising in a professional manner with members of the staff team and external medical staff in solving health problems.
- In the absence of the Manager or Deputy Manager, making appropriate decisions concerning medical attentions required by any resident.
- Ensuring that all residents' dietary requirements are met and any concerns are passed on to the Manager.

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.
- Reporting any Health and Safety or risk issues and any repairs or maintenance required.
- Ensuring that the environment that we provide for our residents is clean, attractive and relaxing at all times.
- Carrying out any other duties as requested by the Manager/Deputy Manager.