



## Job Description – Senior Care Assistant

Job Title:	Senior Care Assistant
Report to:	Service Manager
Responsible to:	Service Manager
Location:	Hartlepool Day Centre, 2 Heather Grove, Hartlepool, TS24 8QZ
Qualifications:	N.V.Q. Level 3 in Care Clean current driving license Relevant experience in EMI care or the care sector

### **GENERAL**

The Senior Care Assistant is part of the caring team and as such works with other members of staff to care for the guests in the Day Centre. The work can be physically and mentally demanding, and the person appointed to the post will be expected to have an understanding of, and empathy with people. Care for guests must be provided in a way, which preserves dignity, treats individuals with respect, offers choice and safeguards privacy.

The Senior will cover in the absence of the Service Manager and or Driver and must therefore have the ability to supervise staff and ensure the safety of passengers when driving the bus.

To apply for this post applicants would normally be expected to have N.V.Q. Level 3 in Care, IT and office skills and be Midas Trained however, previous office experience and work with the elderly and at least 2 years driving experience would be considered as training will be given. It is essential to hold a current clean driving license and the use of a car.

### **RESPONSIBILITIES**

#### **CARE**

- To assist the Manager with all duties concerning the day to day running of the Day Centre and be responsible in the Managers absence.
- Ensure that guests individual needs are attended to as advised by the Manager: toileting, bathing, hairdressing, shaving and nail care.
- To ensure the health, safety and well being of all guests whilst at the Day Centre under the supervision of the Manager.
- To implement and participate in all activities for the guests in the centre.
- To escort guests on the bus to and from the Day Centre when requested and be

responsible for documentation of any communication to and from the Carer, as directed by the Manager.

- To be responsible for the administration and documentation of drugs to guests and staff, as instructed by the Manager.
- Responsible for the correct documentation of health records including risk assessments.
- To ensure that health records are reviewed with the assistance of the Manager and update as appropriate.
- Liaise with Social Worker's, District Nurse's, C.P.N as well as other multi disciplinary team members and Carers regarding guests when the Manager is absent.
- Responsible for the safety of the welfare bus and transport of clients, in the absence of the driver.
- To complete and review all care needs of guests in an appropriate timely manner
- The ability to complete and up date all care plan and risk assessments as and when required.

### **SUPERVISORY**

- Organising staff, trainees and volunteers within the centre, under the Manager's supervision.
- To ensure that all policies and procedures are adhered to as instructed by the Manager.
- To assist the Manager with the planning and implementation of rota's.
- To assist and participate with in-house training. Attend relevant training courses as required.
- Attend to visitors, answer telephone and deal with enquiry's in the absence the Manager.

### **GENERAL DUTIES**

- To ensure all faulty equipment is stored in the appropriate place, reported and recorded.
- Stock control, cleaning materials, protective clothing, toiletries, incontinence aids, used in the centre and report to the Manager.
- Responsible for and the organisation of cleaning the centre and, that the correct materials are used as instructed by the Manager.

- To attend presentations and fundraising activities at the request of the Service Manager.

## **ADMINISTRATION**

- Office duties and weekly returns to be completed as requested by the Manager.
- All monies to be banked appropriately in the absence of the Manager.
- Correspondence i.e. acknowledgements of donations, Carers information as requested or in the absence of the Manager.
- To undertake any duties regarding the establishment, as requested by the Manager.
- This job Description is not intended to be a complete list of duties or responsibilities, but indicates the main function of the post. When taking up your post a comprehensive list of policies and procedures will be given.

### **Note:**

This job description is not intended to establish a total definition of the job, but an outline of duties.

## **Terms and Conditions**

Salary:	£9.39 per hour
Pension:	The Hospital of God accords with auto-enrolment pension requirement
Annual leave:	5.6 weeks (pro rata), 6.2 weeks per year after 2 years and 6.6 weeks per year after 5 years. In all cases including statutory holidays.
Normal working hours:	37.5 hours per week (over a 6 day rota). Time worked in overtime will be paid at plain time.
Probationary period:	3 months.