



Job Description – Relief Senior Care

Job Title:	Senior Care Assistant (Relief) - Nights
Responsible to:	Registered Manager
Responsible for:	Stichell House staff – whilst on duty
Location:	Stichell House, Greatham, Hartlepool TS25 2HS

Main Tasks:

- 1 To ensure the overnight provision at Stichell House is safe, responsive to needs, caring, effective and is well led.
- 2 To support the Manager and Duty Managers to lead Stichell House and ensure the effective management of the residential care service to residents at Stichell House. Within this, to work to ensure the civil rights, dignity, choices and as far as possible the independence of residents.
- 3 To take on the role of Senior Care Assistant (Nights) and carry out the role in accordance with the requirements of the Health and Social Care Act 2008 and the other associated regulations
- 4 To work as part of Stichell House senior team and supervise the night team

Key Result Areas:

I Service Delivery and Registration

- i. To maintain a system of care planning and review which meets the physical, social, emotional and spiritual needs of each resident and to ensure that this system is supported by an effective recording system. This includes room documentation such as fluid balance charts, repositioning charts and another associated documentation
- ii. To ensure that care practices accord with Hospital of God policies including the policies and rules contained within the employee handbook and to take

appropriate in reporting any issues to the Manager or Duty Manager if they do not.

- iii. To be aware of all pre admission assessments carried out by the manager, ensuring the needs of prospective resident can be met.
- iv. To be involved in the system for the protection of vulnerable adults.
- v. To maintain effective working relationships with officers of the local authority and health professionals who may visit the home from time to time.
- vi. To receive complaints and concerns in accordance with the Hospital of God complaints policy.
- vii. To be involved and ensure that there is a catering service that meets the dietary needs of residents and produces meals that are varied, nutritious and as far as possible accord with the choices of residents.
- vii. To be involved with the manager ensuring the provision of appropriate health care arrangements for each resident in terms of medical care, dental care, chiropody and ophthalmic care.
- viii. To administer residents medication overnight where necessary in accordance with the Hospital of God medication policies and procedures. Also ensuring that the policy for the storage and administration of medication is adhered to.
- ix. To receive and co-operate with proprietor visits should these occur overnight

2 Resource and Financial Management

- i). To adhere to the effective system for the accurate and timely completion and submission of timesheets.
- ii. To maintain efficient administrative systems for the operation of Stichell House in accordance with Hospital of God policies and requirements and the requirements associated with any statutory obligations that the charity is required to meet.
- iii). To ensure that Stichell House premises are kept clean, odour free, suitably heated and any defects are reported to the Manager
- v. To ensure all health and safety policies and procedures within the Hospital as required by legislation and in accordance with Hospital of God policies.
- vi. To take part in staff meetings including senior staff meetings.

3 Personnel

- i. To achieve and maintain an effective, motivated and appropriately trained staff group.

- ii. To ensure an effective staff rota system overnight and to ensure that this is reviewed with the manager in the light of the needs of residents.
- iii. To adhere to the effective system of staff supervision and effectively supervise the night team
- iv. To ensure that personnel matters are dealt with in accordance with the provisions of the employee handbook.
- vi. To support the manager in reducing staff sickness to the minimum possible level by means of the support and monitoring

4 Corporate responsibilities

- i. To undertake over time to cover the rota in the event of an emergency
- ii. To receive management supervision from the Manager or Duty Manager
- iii. To ensure positive professional relations with staff, trustees, contractors and external agencies.
- vi. To work within the Hospital of God equal opportunities policy.
- vii. To promote and maintain the good name of The Hospital of God in the locality.

5 Personal Development and Training

- i. To undertake training to ensure professional development and awareness of current regulatory requirements in relation to the areas of work within this job description.

Note:

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

Terms and Conditions

Salary:	£9.19 per hour
Pension:	The Hospital of God accords with auto-enrolment pension requirement
Annual leave:	5.6weeks per year, increasing to 6.2 weeks per year after 2 years and 6.6weeks per year after 5 years. In all cases including statutory holidays.
Normal working hours:	35 hours per week pro rata (over a seven day rota) plus overtime. Time worked in overtime will be paid at plain time
Probationary period:	3 months
Rota:	2 senior care assistants rotating over a 2 week period