

**Job Title:** Senior Care and Support Assistant

**Primary Location:** Magdalen House

**Reports to:** Registered Manager

**Accountable to:** CEO

**Job Profile:** To be part an integral part of the Care Team, whose aims are to ensure that residents' physical, personal and psychological needs are met on a daily basis. To help promote as much personal and physical independence and choice as possible in the activities of daily living undertaken by the residents. To help maintain a stimulating and attractive environment for residents.

**Key to all posts:** All Trust employees must ensure that residents and members are treated with dignity, respect and protected from neglect or abuse. All Trust employees must abide by the terms and conditions of their contract, the Trust's Code of Conduct and this job description.

### **Job Specific Duties – Care and Support Assistant**

1. To assist in the direct care provision of all aspects of the residents assessed needs, which may include washing, bathing, dressing and toilet needs, including continence promotion.
2. To assist in the social wellbeing of residents, which may include activity participation, one-to-one social support and supporting a resident to get out and about.
3. To act as a key worker for a number of residents in line with the home's guidelines.
4. To convey relevant information about the resident up the chain of command in order that the individual plan of care may be regularly updated, and appropriate care given, paying particular attention to any changes observed in the residents physical or psychological condition completing all relevant charts as required.
5. To make and change beds, tidy residents' rooms and empty bins. Carry out cleaning duties outside of the housekeeping teams' hours if it is required.
6. To report any accidents or unexplained bruising / injuries immediately using the agreed reporting system.
7. To help in the serving of meals & drinks, be aware of all residents' dietary requirements and assist residents with their nutrition and hydration needs when required.
8. Respond promptly to call bells ensure that your regularly check in with residents who do not use the call bell.
9. To administer medication in line with Trust policy & procedure



There are roles that can be carried out in addition to this job which come with their own role description. If you have an enhanced role, (e.g. medicines administration, Shift Lead) please refer to the specific 'additional role description'.

### **Job Specific Duties – Senior Care and Support Assistant**

1. To support the Shift Lead to ensure that all tasks are completed on the shifts i.e. medication administration, care plan reviews etc.
2. To support the team of staff under the overall direction of the Management Team.
3. To take on specific responsibility as a designated Lead for an area of care (which may include infection control, fire safety, continence, equipment compliance etc).
4. To carry out competency checks and observations of Care and Support Assistants, ensuring this is done in a time-effective manner (eg when on a 'double' with the staff member)
5. To promote best practice and the highest quality of care delivery, providing support to new staff or those needing re-training, acting as mentor and challenging/rectifying any poor performance or inappropriate methods of care delivery.
6. To promote the Code of conduct (including behavioural code) and dealing with any behaviours which will damage teamwork, ensuring PRIDE is demonstrated by self and team.

### **Responsibilities applicable to all post holders across the Trust**

#### **You must:**

- a) Communicate with residents, club members, colleagues and all who in engage with the Trust in a polite and professional manner.
- b) Work in a way that promotes and respects people's privacy, dignity, choice and keeps them safe.
- c) Communicate all concerns for resident / club member welfare as per policy.
- d) All information relating to Residents, Members and/or the Trust must be used in accordance with Data Protection requirements.
- e) Work as part of a team.
- f) Take reasonable care for your health and safety and for that of others that may be affected by your acts or omissions.
- g) Ensure that you are aware of your responsibilities and actions to take should a fire arise and in the event of a fire that you follow them.
- h) Report any situation which may affect the safety or quality of the Trusts' services.
- i) Ensure you use Trust recording and reporting systems correctly.
- j) Make full and proper use of any system of work provided by the Trust.
- k) Use any equipment provided by the Trust in accordance with its purpose.

- l) Attend any training deemed appropriate for your job title by the Trust.
- m) Attend staff and other meetings as requested.
- n) Adhere to all Trust policies and procedures.
- o) Carry out, when asked, any duty that could reasonably be expected of you.

**Please Note:**

***This Job Description is not meant to be definitive or restrictive and will be modified to meet the changing needs of the Trust.***

**GCT is committed to safeguarding and promoting the welfare of adults with care and support needs and expects all staff and volunteers are expected to share this commitment.**

**GCT operates a Safer Recruitment Process which is in line with the Health and Social Care Act 2008 and the Gloucestershire Safeguarding Adults Board guidance.**