

Senior Care Assistant Job Description – NIGHT SHIFT

Bethany House is operated by a Christian charitable company, Preston Bethany Care, which is led by a board of volunteer company directors who also serve as charity trustees. Bethany House was established in the mid-1980s as a Christ-centred home for older adults, providing excellent care and spiritual encouragement.

It is a fundamental principle of the charity that your workplace should be an expression of committed Christian care. It is expected that all staff will commit to avoiding doing anything whilst at work that would undermine this expression and ethos.

Where you fit into the team

- You are responsible to the registered manager and the care managers.
- You are responsible for all care staff on duty

This is a waking role

You must remain awake for the duration of the shift, including rest breaks. Sleeping while on duty puts our residents at risk and therefore may amount to gross misconduct, which may result in summary dismissal.

Responsibilities

This job description lists the position's principal accountabilities only, and does not describe in detail all the duties and tasks required of the post. You may be required to undertake other duties that are within your capabilities, as appropriate.

MAIN JOB OBJECTIVES

- To supervise and participate in the delivery of care to residents.
- To lead on the responsibility for completing residents' care records and supporting documentation, ensuring a person-centred approach.
- To provide support and mentoring for care staff.
- To be responsible for the administration of medication.
- To work effectively with others within the home to ensure residents' needs are safely met.

MAIN DUTIES

1. Ensuring the Service is Safe

- 1.1. Administer prescribed medication to residents and assist in the management of an effective system for the safe control and administration of medication in accordance with policy and procedure.
- 1.2. Comply with legislation and good practice in relation to administration of controlled drugs.
- 1.3. Ensure that knowledge and competency in the safe administration of medication is maintained by attending all medication training provided, and annual competency assessments are kept up to date.
- 1.4. Ensure infection control procedures are followed to prevent the spread of infection.
- 1.5. Assist in identifying and managing risks in the home, so that the safety and wellbeing of residents, visitors and staff is maintained.
- 1.6. Cover shift absences by contacting available staff to ensure safe staffing levels.
- 1.7. Follow safeguarding policies and procedures, and report any safeguarding concerns to the home manager/care managers.
- 1.8. Be aware of own limitations or competence when managing staff, and know when to seek appropriate advice from a more senior staff member.

2. Ensuring the Service is Caring

- 2.1. Actively participate in and supervise the delivery of care to the residents to ensure that their physical, social, intellectual, and emotional needs are met whilst ensuring dignity, choice, independence and respect.
- 2.2. Understand the personal history, likes and dislikes for every resident in your care.
- 2.3. Help ensure meaningful engagement with residents.
- 2.4. Support the work of specialist champions.
- 2.5. Promote good communication with residents' relatives and friends as required.
- 2.6. In the event of the death of a resident, carry out last offices with compassion and dignity, and provide appropriate support to relatives.

3. Ensuring the Service is Effective

- 3.1. Ensure all care records are accurately completed, signed and stored correctly.
- 3.2. Attend handover and pass on necessary and appropriate information to ensure continuity of care and that all planned care is safely delivered.
- 3.3. Maintain written communication methods in the home, for example communication and allocation books, carrying out tasks identified and forward planning for the next shift.
- 3.4. Liaise with a range of multi-disciplinary professionals regarding resident care (e.g. physiotherapists, dieticians, social workers, hospital discharge planning teams) upholding the professional image of the charity.

4. Helping to Ensure the Service is Responsive

- 4.1. Ensure residents are properly monitored throughout the night, with due regard to residents' individual wishes, referring any concerns as appropriate.
- 4.2. Take the lead in responding to any accidents, incidents or fire events; calling for out-of-hours support as appropriate and ensuring all records are completed.
- 4.3. Ensure that all audits are completed.
- 4.4. Organise the care of residents as they wake, with due regard to residents' individual wishes.
- 4.5. Ensure that residents are prepared for appointments in the coming day.

5. Helping to Ensure the Service is Well Led

- 5.1. Take responsibility for care of residents in the home, and supervise staff on duty.
- 5.2. Promote good staff discipline to ensure that the Christian ethos, policies/procedures and professional standards are upheld. Be a visible and positive role model for excellent practice.
- 5.3. Take responsibility for questioning poor practice in the home, and take appropriate action if concerns relating to poor practice are reported to you.
- 5.4. Keep up to date with CQC requirements and inspection practices.
- 5.5. Maintain own knowledge on current developments and trends in residential care for older adults.
- 5.6. Keep up to date with changes to operational policies and procedures, ensuring that they are implemented and followed, and that staff you are supervising are clear how they apply in their roles.
- 5.7. Promote good communication and team working, encouraging staff to share learning and work with a resident-focused approach.
- 5.8. Provide support and mentorship to new or inexperienced staff by supporting the induction process, and providing feedback to the home manager about their competence.
- 5.9. Ensure all staff take allocated breaks which do not interfere with care delivery.

6. General Responsibilities

- 6.1. You are expected to attend any meetings and training as requested by the manager/care managers.
- 6.2. Meals and breaks taken within duty hours must be taken in the home to ensure that assistance is available if needed urgently.
- 6.3. Staff are not allowed to accept any monetary gifts from residents or act as a witness or executor of a resident's will.

Person Specification

Qualifications and Training

- NVQ Level 3 in health and social care (or equivalent).
- Mandatory training up to date e.g. fire, health and safety, manual handling, medication.

Experience

- Providing person-centred care to older adults in a care home (at least 1 year essential).
- Supervising care staff, including allocating work, giving feedback, and carrying out supervision, induction and on-the-job training.

Knowledge and Understanding

- Able to assess resident need and recommend timely, compassionate, and person-centred care required by each individual.
- Understanding of the role of the CQC in relation to residential care.
- Good understanding of health and safety, safeguarding, confidentiality and data protection as it relates to residential care.

Skills and Abilities

- Ability to work and make decisions under pressure, including changing priorities and circumstances.
- Excellent verbal communication skills, with the ability to communicate with a wide range of healthcare professionals, and to build good relationships with residents and their families.
- Ability to supervise and motivate others, build good relationships, and listen to/support colleagues.
- Open communication style, with ability to give and receive feedback, and share learning.
- Good written English, (e.g. in resident assessments, care plans and reviews).
- High level of numerical accuracy, with ability to accurately manage medication administration.
- Good planning and organisational skills, with ability to plan ahead and allocate tasks.
- Commitment to equality and diversity
- Commitment to learning and improving practice.

Personal qualities

- **Focus on residents:** An appreciation and respect for the welfare and needs of residents and their representatives.
- **Reliability:** Completes a given task to a professional and competent standard. Self-motivated, and able to work independently under minimal supervision.
- **Co-operation and team work:** An ability to form effective working relationships with senior colleagues; accepts direction when required. Co-operates with colleagues as part of a wider team. Adapts to the team ethos and builds team spirit; listens, consults with others, and communicates proactively; supports and cares for others; a good team player.
- **Standards of excellence:** Maintains a professional manner and a standard of excellence in all work performed. A commitment to quality outcomes in all tasks undertaken.
- **Knowledge sharing:** Actively shares knowledge and information with other team members as appropriate. Conveys information in a clear, open and transparent manner. A respect for confidentiality where required.
- **Problem solving and communication:** Able to recognise and identify problems and assesses severity; makes timely, objective, justifiable decisions; refers when appropriate; engenders confidence; and, most importantly, communicates appropriately to all relevant stakeholders.
- **Relationships:** Builds friendly and professional working relationships with colleagues, residents, relatives and other health care professionals.
- **Planning and organising:** Good organisation and time management skills. An ability to prioritise and a willingness to delegate. An ability to adapt to possible changing circumstances. Identifies and organises resources ahead of time to accomplish tasks in partnership with fellow colleagues.
- **Coping with pressure and setbacks:** Works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; listens to criticism in a positive manner.
- **Continuous improvement:** Commitment to ensuring quality services are delivered; ability to think creatively in achieving objectives; demonstrates commitment to the wellbeing of the organisation.