

# Role Profile for Senior Carer

Job Title **Senior Carer**

Reports to Head of Care

General scope of post Responsible to the Head of Care for the care of residents on each shift and the close supervision of care staff. To promote the philosophy of privacy, dignity, independence, choice rights and fulfilment for all residents, within a policy of managed risk taking.

Key Accountabilities **Delivery of Care to Residents**

- The promotion of resident wellbeing by monitoring and evaluating individual care needs in partnership with the resident.
- To ensure care is provided with sensitivity in sickness, death and bereavement and provide support to the resident, their relatives and staff throughout these care needs.
- Ensure residents have activities that they can participate in according to their individual needs and choices that assist them in maintaining their lifestyle and independence.
- Share in the caring tasks with other team members and contribute to assessment, care planning, and reviews. Ensure all care records are kept up to date and evaluated.
- Ensure all medications, including controlled drugs are administered, recorded, maintained and replenished at all times consistent with the Trust policies and procedures on drug administration.
- Demonstrate an understanding of abuse of vulnerable adults, recognition of the signs of abuse and the procedure to follow in the event of an allegation of abuse.
- Participate in the implementation of new developments to meet the changing needs of older people.
- Work together with other professionals for the benefit of resident care.
- Ensure good communication with the Head of Care and Home Manager in any concerns, complaints or changes to residents' conditions and that these are logged.

## **Supervision of Staff**

- Participate in the induction of new staff to the home and their duties.
- Supervise and co-ordinate staff to ensure their duties are prioritised and performed in a diligent, caring and appropriate manner at all times.
- Ensure clear lines of communication with staff so that they are fully conversant with their duties and provide guidance and support as required.
- Take appropriate action to remedy any unsatisfactory performance of staff and record the same, reporting to the Head of Care/Home Manager.
- Participate in the formal supervision of staff.
- Participate in the training of staff and measure learning through supervision
- Ensure confidentiality is maintained at all times.
- Be a key member of the Rostering Team and work in line with the Trust's roles and responsibilities matrix for rostering
- Take responsibility for all elements of the rostering process to ensure adequate shift coverage and employees are paid correctly first time

## **Administration and Record Keeping**

- Ensure resident records are maintained in an accurate and legible order and that all changes are recorded and care plans evaluated.

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- Together with the Head of Care scrutinise incidents and take measures where possible to prevent reoccurrence.
- Working with the Head of Care plan duty rosters to ensure sufficient staff and correct skill mix to meet the needs of the residents.

## **Professional Development**

- Familiarise with Care Quality Commission Regulations and Outcomes as they relate to the care of residents.
- Maintain own knowledge and skills, promoting the concept of life long learning and attend training specified by the Trust for the role.
- To be aware of own professional accountability

Number of  
Direct Report

Up to

Financial  
Responsibility

No Financial Responsibility

Knowledge,  
skills & Abilities

Must be able to demonstrate literacy and numeracy skills.  
Willingness to undertake relevant training  
QCF Level 2 in care – Prepared to work towards QCF Level 3.  
Experience working in a residential care setting with older people.  
Ability to undertake the day to day running of the home in the absence of the Head of Care.

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## Person Specification

| ESSENTIAL  | DESIRABLE   |
|--|---|
| <u>Qualifications</u><br>Must be able to demonstrate literacy and numeracy skills.<br>Willingness to undertake relevant training<br>QCF Level 2 in care – Prepared to work towards QCF Level 3.                | Maths and English at Grade C GCSE or equivalent, QCF Level 3 in Care. |
| <u>Experience</u><br>Experience working in a residential care setting with older people.<br>Ability to undertake the day to day running of the home in the absence of the Head of Care.                        |   |
| <u>General Aptitude</u><br>A proven track record in caring for older people and the ability to relate to them and care for them in a sensitive manner.   |   |
| <u>Motivation</u><br>A positive attitude to older people and a commitment to provide high quality care standards.  |   |
| <u>Knowledge</u><br>Understanding of Health and Safety issues in residential care, risk assessments, care plans, key caring, infection control, essentials of food and hygiene.<br>Understanding CQC outcomes. |   |
| <u>Specific Skills</u><br>Ability to liaise with other care/health professionals, supervision, chairing meetings, organising and implementing training and communication skills.                               | Ability to organise activities and outings.                           |
| <u>Interpersonal Skills</u><br>Ability to form positive relationships with colleagues and build supportive teams.<br>Promote good relations with relatives, friends and volunteers.                            |   |