

Job Title: Senior Care Worker
Location: Parkhaven Trust, Maghull
Accountable to: Manager
Hours of work: To be discussed at interview
Rate of Pay: £17,636 - £18,710 per annum (pro rata)

Job purpose: To assist the manager and deputy manager in providing a high quality service in which all service users receive the highest possible standards of care and support. This will be done in consultation with service users and family members to develop their potential and sustain their rights.

DUTIES AND RESPONSIBILITIES

1. In the absence of the manager or deputy, to be the responsible person for the service when required.
2. To ensure that all medication is received, recorded and administered in accordance with Trust policy.
3. To have an understanding of general and specific aspects of the needs of older and younger people with dementia and associated conditions. e.g. a person centred approach to care planning, communication, promoting individual rights, etc.
4. To provide and assist the service users in all aspects of individual personal care needs as required by their condition, culture and wishes, with sensitivity, respect and dignity and according to Parkhaven Trust standards.
5. Support service users with mobility problems and other physical disabilities and to help in the use and care of aids and personal equipment, and supervise the staff team while doing so.
6. To promote the well being and general health of service users, and help to create and environment in which the service user feels secure and is within health and safety standards.
7. To act as a key worker / advocate to ensure that the needs of the service users are met and attend service users meetings as required by the manager.
8. To ensure that key worker system is used effectively within your designated team.
9. To support staff to be the best that they can be and encourage continuous personal development.
10. To support the manager and deputy in formulating and delivering individual care plans which will ensure that the emotional and physiological needs of those using the service are recognised and met by engaging them in a range of meaningful day activities within the service and the local community as appropriate.
11. Where appropriate to assist and support the involvement of relatives and friends of service users and ensure that the staff team do this effectively.
12. To complete, store and transmit relevant and accurate records as required by Parkhaven Trust procedures and when requested, provide information and advice for action towards meeting organisational objectives.
13. To respect the confidentiality of service users and act in accordance with the provisions of the Data Protection Act 1998, including the use of social networking systems.

14. To report any concerns regarding possible abuse of service users immediately to a senior manager.
15. To report any accidents, incidents, verbal concerns or complaints raised by the service user or visitors in accordance with Trust policy.
16. To contribute to the maintenance of a pleasant, hygienic, healthy and safe environment.
17. To ensure that staff, service users and visitors comply with Trust Health and Safety Policy.
18. To carry out general administration duties in accordance with organisational and service requirements.
19. To attend and take part in staff meetings, (minimum of 6 per year).
20. To work flexible as required, days or nights.
21. To undertake any training and development necessary for the effective delivery of your responsibilities.
22. To undertake any other duties within the scope of your ability.
23. To comply with all reasonable requests of the line manager and carry out any other tasks as reasonably instructed by management.

Additional duties for night staff

19. Inspect and launder service users' clothes and bedding.
20. To clean communal areas and comply with the cleaning rota as defined by the manager.

Additional duties for domiciliary roles

21. To work flexibly as required, and to undertake domiciliary work as part of the Parkhaven@Home team, (Willow Centre, Parkhaven Court, Deyes Lane).

General Statements:

Confidentiality

All information relating to service users and/or staff obtained during employment with the Trust is to be treated as confidential and as such employees should not disclose it without appropriate prior authorisation. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.

Continuous Improvement

We are continuously improving services and all members of staff employed by the Trust are expected to play an active role in the development and improvement of services to the benefit of service users.

All employees are required to participate in an annual appraisal and any associated training and/or learning opportunities.

Data Quality

All staff involved in the collection of data are responsible for the accurate and timely collection and recording of information.

Equality, Diversity and Human Rights

The Trust is committed to providing equality of opportunity, anti discriminatory and anti oppressive practice. The Trust will rigorously uphold our duty to promote human rights in everything we do, believing that all people have the right to be treated with dignity and respect.

Health and Safety

Employees must contribute to a healthy and safe working environment by adhering to health and safety regulations and Trust policies. Employees must act in a responsible manner to ensure the care of their own health and safety and that of others who may be affected by their omissions at work.

Employees must co-operate with the employer insofar as is necessary to enable Health and Safety duties or requirements to be performed and complied with. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of staff, service users and the general public.

Infection Control

Infection Prevention and Control is everybody's business, and all employees have a duty to act in accordance with the standards and procedures as set out in the Infection Control Policy at all times.

Safeguarding Vulnerable Adults

Safeguarding vulnerable adults is the business of everyone employed by the Trust. All staff must be responsible and proactive in identifying and reporting safeguarding concerns.

Other

You may be required to undertake work in other locations within the Trust as determined by the duties of your post.

The Trust operates a No Smoking Policy.

You may be required to undertake any other duties at the request of the line manager which are commensurate with the role, including internal job rotation and absence cover.

This job description is an outline and account of the main duties. Any changes will be discussed with the post holder in advance but will also be reviewed regularly to take into account changes and developments in service requirements.

This Job Description indicates the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Person Specification:

Post Title:	Senior Care Worker		
		Essential	Desirable
Qualifications	Level 3 Health and Social Care	X	
Knowledge	Regulatory framework for adult social care	X	
	Understanding of whole person approach to care	X	
	Health and safety practice	X	
	Delivering good quality care	X	
	IT literate		X
Experience	Experience of working with older people with dementia.		X
	Working in partnership with a multi-disciplinary team		X
	Improving quality	X	
Attitude	Flexibility	X	
	A desire to continue learning new job-related skills.	X	
	Self-aware and takes responsibility	X	
Other	Satisfactory DBS check	X	