



## TOWELL HOUSE RESIDENTIAL HOME

**TITLE OF POST:** Senior Care Assistant Days/Nights

**LOCATION:** Towell House Residential Home

**RESPONSIBLE TO:** Team Leader(s)

### **OBJECTIVE OF THE HOME:**

Our objective in Towell House Residential Home is to establish a holistic approach, providing person centred care to residents of the highest possible standard.

Under the direction of the Team Leader the post holder is responsible for the provision of care and practice to meet the person-centred needs of residents ensuring that all policies and procedures are implemented and that the highest standards are achieved and maintained in care delivery.

### **GENERAL RESPONSIBILITIES:**

The post holder will be expected to work with integrity, honesty, openness, accountability and respect. Be aware of issues relating to information and clinical governance, Human rights, health and safety and welfare of residents and colleagues.

The post holder will assist with orientation and introduction of new staff members to the home, promoting and taking part in a culture of continuous service improvement. Communicate effectively and maintain productive working relationships with the team and each other.

### **MAIN DUTIES:**

1. To direct and control all aspects of holistic care, managing our environment and staffing.
2. Completing assessments, devising care plans and implementing the process.
3. Ensuring that the Administration of Medication Policy is strictly adhered to.
4. Participating in the induction and on-going training and support of all staff.
5. Completing self-competency assessments ensuring safe practise.
6. To attend and participate in all staff meetings.
7. Adhering to the assessment and admission policy.
8. Monitoring and reporting on residents' conditions. Maintaining all records accurately.
9. Developing and maintaining good relationships with residents and their relatives.
10. Reporting any complaints, incidents or accidents as required to the person in charge.
11. Ensuring that any maintenance or repairs requiring to be carried out are reported to the Maintenance Team promptly.
12. Ensuring that the home's policies and procedures are strictly adhered to.
13. Communicating, co-operating and liaising with multidisciplinary teams, when required.
14. Encouraging residents and staff to participate in activities.

15. Liaising with catering staff for the provision of all dietary requirements and directing care staff to provide supervision of dining rooms.
16. Planning and allocating work in an efficient manner.
17. Ensuring you receive and present up-to-date reports on all residents. Ensuring at all times staff cover is maintained and, if necessary, remaining on duty until a replacement has arrived.
18. Adherence to uniform policy.
19. Attending and participating in in-house/online training for self-development.
20. Keeping up to date with the requirement of registration with N.I.S.C.C.
21. In the absence of senior staff to deputise in the safe and effective management and supervision of the Home.
22. Assisting where necessary in duties additional to caring.

**ESSENTIAL CRITERIA:**

- Registered care worker with NISCC or registered nurse with NMC
- NVQ 2 or 3 for applicants registered with NISCC (achieved or working towards)
- Excellent communication skills. Ability to demonstrate high standards of communication.
- Literacy and numeracy skills
- Genuine interest in working within a caring environment.
- Candidate must be resident in the UK with the right to work.

**DESIRABLE CRITERIA**

- Minimum 1 years' experience gained in last two years as Senior Care Assistant or nurse with a proven track record.
- Minimum 1 years' experience administering medicines.
- Up to date records of mandatory training.

All employees of the Towell House Residential Home are legally responsible for all records held, created or used as part of their duties within the home to include resident, corporate and administration records whether paper-based or electronic. All such records are public and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998. Employees are required to be up to date with the home's policy and procedures on records management and to seek advice if in doubt.

*This Job Description Will Be Subject To Review In The Light Of Changing Circumstances And May Include Any Other Duties And Responsibilities As May Be Determined In Consultation With The Job Holder. It Is Not Intended To Be Rigid Or Inflexible But Should Be Regarded As Providing Guidelines Within Which The Individual Works*

**CVs NOT ACCEPTED**

**TOWELL HOUSE IS AN EQUAL OPPORTUNITIES EMPLOYER**

*As Regulated Facility Applicants Should Be Aware An Enhanced Access Ni Check Is Required For This Post. Applicants Should Also Be Aware A Trace On Your Access Ni Check Does Not Necessarily Disbar From Employment. Each Case Is Assessed Individually.*

*Towell House has a written policy on the Secure Handling, Use, Storage and Retention of Disclosure information. This is available on request from Towell House.*

*The Towell Building Trust Ltd has a written policy on the recruitment of ex- offenders. This is available on request from Towell House.*