

## **Senior Care Assistant for the Esher Area.**

### **Reports to: Team Leader & Registered Manager**

#### **Purpose of role**

To support Service users with all aspects of their day to day living, so they can enjoy the best possible quality of life. Providing care and support is both a challenging and rewarding experience. You will mostly work alone with the service user in their home. You will also be supporting the Team Leader for the area with the administration, shadowing new carers, attending care reviews, assessments and other meetings. Being part of the on-call team on a rota basis. Compassion, good communication, organisational skills and a calm and caring manner are essential for this important role in our company.

#### **Key responsibility**

Safely provide compassionate care and support that is centred on the individual needs and wishes of each Service user. Respect Service users' choices and promote their dignity at all times.

You may be the only person the Service users sees over a period of time, it is therefore essential to report any changes or causes for concern to your line manager promptly. You need to be clear about when to seek help and advice in order to keep Service users safe and promote their well-being.

#### **Duties**

##### **Care and support**

Give non-discriminatory care and support that values the diverse and unique qualities of each Service users. See the whole person and not merely a list of care needs. Carefully listen and observe how Service users prefer their care and support to be delivered on a day to day basis. Help them make their own decisions and to be as independent as possible.

Follow instructions in the care and support plan which has been agreed with each Service users. This may include:

- All aspects of personal care
  - Showering and bathing
  - Dressing and grooming
  - Toileting and continence care
  - Teeth and dentures
- Taking medicines
  - Encouraging, reminding; assisting and giving medicines
  - Ordering and collecting prescriptions
  - Returning unwanted medicines to the pharmacy for safe disposal

- Eating and drinking
  - Helping the Service users to plan what to eat and drink
  - Gentle encouragement and help to eat and drink well
  - Shopping, preparing and serving food and drinks
  - Clearing the table, washing up and keeping the kitchen area clean and tidy;
  - Agreeing with the Service users how to store food safely and dispose of out of date produce
- Safely using aids and personal equipment in a manner that respects the dignity of Service users. For example
  - Standing and walking frames
  - Wheelchairs, manual and electric hoists
  - Sliding sheets and moving boards
  - Hearing aids and other physical aids
- Housework
  - Washing floors, vacuuming and sweeping
  - Laundry and ironing, making beds and changing the linen
  - Dusting and general tidying
- Social and physical activities or mental stimulation such as
  - Answering the door and greeting visitors
  - Answering emergency bells and the telephone
  - Writing cards and letters or emails
  - Taking a Service users out shopping, to see their friends or to other activities
  - Hobbies and recreations such as reading, photo albums, games, etc
- Supporting a Service users through temporary and terminal illness, including
  - End of life care
  - Hospital appointments
  - Liaising with community health support and families

## **Recording and reporting**

- Record and report all relevant Service users information including
  - The care and support that you provide and assistance with medicines
  - Changes to a customer's condition or other concerns
  - Faulty equipment or hazards in the home
  - Response to emergencies, accidents and incidents
  - Safeguarding matters
  - Contact with families or carers and other professionals
  - Other matters as required by Surrey Homecare procedures

- Keep all information about Service users and their families secure and confidential

### **Work well as part of the Surrey Homecare team**

- Follow Surrey Homecare policies, procedures and guidance at all times
- Take part in staff and Service users meetings
- Attend training activities and appraisal and development meetings

This list is not exhaustive and from time to time you may be required to undertake additional duties. We will provide full training in line with regulatory requirements.

### **Role specification**

This provides a picture of skills, knowledge and experience required to carry out the role. We will use the essential criteria to select suitable applicants for this post. You should demonstrate, using examples where possible, how you meet the essential criteria.

### **Essential criteria**

#### **Personal attributes**

Caring and compassionate towards people in need of care and support  
Respect for people suffering from a range of medical conditions with different backgrounds and beliefs to your own. Commitment to non-discriminatory care practice

Self-motivated and keen to learn. Willing to seek guidance when needed and follow instructions

Excellent time keeper and reliable

Good hygiene practice, including personal hygiene, and a smart appearance

Good stamina and a level of fitness to meet the physical demands of the job

#### **Knowledge and understanding**

General understanding of the needs of people who require care and support  
Respect for the rights of our Service users. Understanding the importance of giving the best possible care and support centred on the individual needs and wishes of each Service users

Understanding of why confidentiality is important and what this means as a care worker

## **Experience and skills**

Ability to listen, communicate clearly and build positive working relationships with Service users, their families, Surrey Homecare staff and other social and health care professionals

Ability to give care and support to Service users with aspects of their daily living in a manner that respects their dignity, is non-judgmental and promotes their independence, choices and privacy

Good organisational skills, so Service users receive the services they expect  
Ability to use own initiative and work alone or as part of a team especially in an emergency

Numerical skills to support Service users in managing their money and buying shopping or paying bills when requested to do so

Ability to keep written records in clear English about the care and support given to each Service users, including help with medicines

Ability and willingness to follow Surrey Homecare policies, procedures and instructions

## **Additional requirements**

Commitment to respecting Service users' rights at all times including their rights to privacy, dignity and independence

Willingness to undertake training. All staff are expected to meet regulatory training standards

This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service formally known as the Criminal Records Bureau (CRB) Disclosure

Class 1 business insurance, with no more than 6 points (if using own car for business purposes)

## **Desirable criteria**

NVQ/QCF Level 2 or equivalent

Previous experience as a care worker or as an unpaid carer

Knowledge of how to recognise abuse and safeguarding procedures

Working knowledge of health and safety matters relating to home care

Flexible approach to working

Full drivers licence