JOB DESCRIPTION

Job Title: Senior Care Assistant - Days

Location: Lawnfield House, 5 King Street, Newcastle, BT33 0HD

Council: Council for Social Witness (Disability Services)

Salary: £14.30 per hour

Hours: Post 1: 37.5 hours (Temporary for 1 year initially)

Post 2: 12.5 hours

Responsible to: Service Manager

MAIN FUNCTION OF JOB

As a member of the management team, under the Home Manager, to assist in the effective and efficient management of the Home on a day-to-day basis, maintaining good standards of professional practice as required by the Northern Ireland Social Care Council, while working within the Christian ethos of the Council for Social Witness.

In the absence of the Home Manager (or Deputy Head), to exercise responsibility for all aspects of the operation of the Home and to relate to all callers including relatives and professionals.

BACKGROUND INFORMATION

The Council for Social Witness (Disability Services) is part of the work and witness of the Presbyterian Church in Ireland and its aim is to provide care for residents /service users in a specifically Christian ethos and environment, placing great emphasis on offering spiritual support and encouragement to residents, as well as physical care.

Lawnfield House is registered with the RQIA to provide residential respite care for up to 20 residents who may have a learning disability; a physical disability; a sensory impairment, or may be an older person.

The Home operates a No Smoking Policy.

RESPONSIBILITIES AND DUTIES

1. Care Responsibilities

a) Assist with the design, plan and implementation of individual programmes of care for residents.
b) Monitor and evaluate programmes of care to achieve high standards and provision of a quality service, identifying met/unmet needs.

c) Help residents with all aspects of personal care where necessary to ensure their needs are met, respecting their privacy and dignity.
d) Encourage residents to be as active and as independent as possible.
e) Accompany residents to hospital, clinic etc, or on short walks.
f) Administer medicines and adhere to all policies in relation to medicine control.
g) Plan, implement and supervise residents' creative activities and recreation daily, ensuring records are maintained.
h) Ensure vigilance is exercised at all times in relation to the health, safety and well being of residents, staff and visitors to the Home.

2. Leadership and Training

a) Undertake staff supervision as directed by the Home Manager.
b) Exercise good leadership skills and promote team building measures.
c) Be involved with QCF Assessments as directed by the Home Manager.
d) Ensure that there is an effective written/verbal handover between staff at all times.
e) Lead or assist with daily prayers in the Home, as requested.
f) Ensure adherence to any rules, regulations and reporting mechanisms which may be identified by NISCC in the pursuit of good practice and the promotion of a quality agenda.
g) Assist with staff training and support to ensure compliance with professional standards and Codes of Practice.
h) Implement Quality Assurance programmes.

3. Administration

a. Deal with enquiries when necessary, referring to the Home Manager as appropriate.
b. Deal with administrative tasks.
c. Maintain all records within the context of confidentiality and client access as agreed within the Council for Social Witness and in keeping with legislation and guidance for residential care.

4. Additional Duties

a) To lead/organise Daily Devotions for Residents
b) To liaise with local clergy in relation to the spiritual programme within the Home
c) Participate in regular staff/resident/relative meetings, adhering to the philosophy of care and aims of the Council for Social Witness.
d) Participate in staff development and training programmes when required to meet occupational standards and to provide continuing professional development.
e) To carry out any other reasonable duty as required by Management of the Home which is necessary for the support and well-being of the residents.

This job description is intended to be neither definitive nor restrictive and can be changed or augmented at any time to meet changing needs.

Duties will include week-end working and being on call, on a rota basis, at night and at week-ends.