



JOB DESCRIPTION

Job Title	Senior Care Assistant
Directorate	Social Services
Reports to	Care Home Manager
Location	Residential Care Home
Job Reference/ID Number	

Job Purpose

To assist the Manager and Assistant Manager in creating a staff team committed to the provision of services which seek to enhance the quality of life of each service user who lives within the home. To help create a safe, comfortable and caring environment meeting service user needs. To be the named responsible person in the home in the absence of the Manager/Assistant Manager on a regular rota'd basis.

Principal Accountabilities

- Support the Home Manager/Assistant Manager in leading, directing, guiding and supporting staff within the Home to ensure that they carry out their work in line with the policies of the County Council and the Directorate as well as legislative requirements, and to ensure that both the service objectives and individual care plan objectives are met.
- To deal with the day to day operational issues in the absence of the Manager/ Assistant Manager ensuring that service user needs are met. Liaising with families and other agencies so that a supportive homely environment is created for residents and their families, and their changing needs are regularly monitored.
- To ensure that all aspects of personal care e.g. assistance to dress, bathe, manage continence etc. are undertaken in a sensitive and respectful manner. To highlight areas for improvement and development.
- To organise an activity programme within the home and lead/direct care staff in the implementation of this, creating opportunities so that Residents are supported in expressing their wishes and feelings, ensuring that existing relationships are maintained and new relationships developed within the Home and the wider community.
- Assist the Home Manager/Assistant Manager in ensuring that Health & Safety standards and procedures are adhered to, and provide ongoing monitoring of Health and Safety in the work place.
- Assist the Home Manager/Assistant Manager in establishing suitable standards of performance and monitoring systems within the Home to ensure that the services provided are of the highest quality and available resources. Assist the Manager in ensuring compliance with operational standards for residential care.
- To undertake, with the Manager/Assistant Manager's guidance, the formulation of One Page Profiles, Personal Support Plans and Reviews of service users and assist the Manager/Assistant Manager to lead the care staff in the completion of assessment documentation and record

keeping.

Support staff training in order to create and maintain a skilled and competent workforce. Ensure colleagues understand the aims and objectives of the Council and the Directorate, as well as their own contribution towards meeting those aims and objectives.

Attend to Building maintenance issues in absence of Manager and Assistant Manager.

Supervision/Management of People

None

Employment Checks/Specific Requirement i.e. DBS

None

Person Specification

The person specification sets out the skill, knowledge and experience that are considered to be necessary to perform the role and will be used in short-listing both at application and interview stage. It is therefore important that you demonstrate on your application how you meet all of the essential requirements.

Academic/ Professional Qualification

Social Care or Nursing Qualification (e.g. SEN) NVQ 2/QCF 2 in Health and Social Care. A commitment to working towards QCF Level 4. Health & Safety Training.

NVQ level 3 or QCF Level 4

Essential /
Desirable

How this will be
assessed?

Essential

Application

Desirable

Application

Knowledge and Experience

Significant experience in residential or community based services for older people, in Social Services Department or a relevant setting.

Knowledge or Regulation and Inspection of Social Care Act Wales and Social Services and Wellbeing Act

An understanding of person centred care and ability to develop support people with people taking into account what matters to them .

Essential

Applications/Interview

Desirable

Applications/Interview

Essential

Skills

Understanding or the role and function of Social Services and of the key Stakeholders in supporting older people in Flintshire..

Working knowledge of County Council and Directorate policies and procedures.

Essential

Applications/Interview/
Assessment

Essential

Application/ Interview

Knowledge of the process of QCF Assessment.	Essential	Application/Interview
Ability to speak Welsh	Desirable	Application
Flintshire County Council Core Behavioral Competencies	Essential	How this will be assessed?
Customer First: Understand our customers (internal and external) and deliver high quality services to meet and exceed their expectation	Essential	Application/Interview
Working Smarter: Being clear about what you are expected to deliver in your job and have the skills, motivation, enthusiasm and commitment to work effectively	Essential	Application/Interview
Working Together/Partnership Building and maintaining positive relationships in order to deliver better services for our customers and employees	Essential	Application/Interview
Communication: Ensuring we understand each other, respect each other express and share ideas and information clearly	Essential	Application/Interview
Change: Adapting to change and introducing better ways of doing things, through generating ideas and seeking out the best way to deliver our service.	Essential	Application/Interview
Leading and Managing: Leads and motivates self and others to continually improve performance	Essential	Application/Interview

