

JOB DESCRIPTION

JOB TITLE:	Senior Care Worker
HOURS PER WEEK:	36 FTE
LOCATION/DEPARTMENT:	Health and Wellbeing
REPORTS TO:	Care Team Leader
DIRECT REPORTS:	Care Workers
BUDGETARY CONTROL:	No
DBS DISCLOSURE:	Enhanced with Barred List
DATE PREPARED:	May 2022

JOB SUMMARY/PURPOSE:

1. To provide residents with a “good life” by promoting dignity, independence, choice and fulfilment within a policy of managed risk taking.
2. To provide residents with comfort, security, and a sense of belonging, making a difference to their daily lives.
3. To provide **shift leadership** to your household team of Care Workers on each shift, co-ordinating duties.
4. To provide **outstanding, person centred care to residents** by assessing, monitoring, and evaluating individual resident’s needs.
5. Be a **visible leader**, creating a culture that promotes the inclusion of people living with dementia in all social and occupational activities designed to enhance, stimulate, develop, and maintain the highest quality of life and enjoyment.
6. **Raise awareness and educate** the care team on how to apply the principles of the Mental Capacity Act (2005) to protect people who lack capacity and maximise their ability to participate in decision-making.
7. Deliver a programme of tailored and **meaningful activities** focused on maximising everyone’s wellbeing, independence, and social engagement.
8. **Support and assist new colleagues** with the completion of induction programmes, training, and competency assessment.
9. To update and maintain **accurate care records including care plans and assessment documents**.
10. To be a **resident champion** for specialist areas of care e.g., continence, nutrition.

11. To be a **named worker** for residents.
12. To maintain **good communication with families, General Practitioner** and other professionals.
13. To uphold **good clinical and care governance practice**.
14. To maintain a **caring and homely atmosphere** for residents.
15. To contribute positively to the team, supporting colleagues in the daily life of the care home.
16. To **be responsible** for the safe and appropriate administration and recording of medication, including controlled drugs and oxygen.

VALUES AND BEHAVIOURS:

The following are the values that Morden College wishes staff to adhere to in their daily working life. To be:

- **Respectful**
Understand the value of life histories, using them to enhance individual wellbeing and create opportunities for meaningful connections; adapt to differences and focus on individuals not tasks and routines; contribute positively to a culture of mutual respect both in the workplace, and between residents and staff.
- **Compassionate**
Show kindness, dignity, respect, warmth, empathy, and compassion in all interactions; treat every individual as a person, be inclusive and provide support that is tailored to meet need; do not judge.
- **Accountable**
Be self-aware and open; be supportive, take personal responsibility and be answerable for your actions; lead your team; show integrity.
- **Progressive**
To make a real difference to peoples' lives think outside the box; be open to learn and reflect on yourself, your skills, and actions; be adaptable, positive and inspiring; embrace new ideas and technologies.

KEY DUTIES & RESPONSIBILITIES:

1. To lead the household team to which you are assigned at each shift, taking **responsibility for the set-up, co-ordination and running of that household**.
2. Provide day to day direction and guidance to staff ensuring they are engaged, diligent and operating with **respect and kindness** to residents and colleagues and through **induction**,

supervision and appraisal of staff throughout the year, ensure high employee engagement and performance.

3. To ensure you and your team are **approachable, receptive, and reactive to resident needs**, providing timely responses to call bells and requests for assistance.
4. To provide day to day personal care to ensure resident **wellbeing, security, and safety**, and to record and report any changes in a resident's condition, to the appropriate professional in a timely manner.
5. Be a **visible leader, creating a culture** within the dementia household that promotes the **inclusion** of the resident in all social and occupational activities designed to **enhance, stimulate**, develop, and maintain the highest quality of life and enjoyment within the home.
6. **Raise awareness and educate** the care team in supporting the mental and physical wellbeing of individuals with dementia, including the promotion of independence, and fostering an understanding of interventions and techniques for managing behavioural and psychological issues.
7. **Raise awareness and educate** the care team on how to apply the principles of the Mental Capacity Act (2005) to protect people who lack capacity and maximise their ability to make decisions or participate in decision-making.
8. To take appropriate action to remedy any unsatisfactory performance issues and report these to your line management as appropriate.
9. To be familiar with Cullum Welch Policies and Procedures, to **ensure compliance and understanding** and **safe practice**, whilst providing a **compassionate, warm, and caring environment**.
10. To be responsible for the **safe and appropriate administration and recording** of medication, including controlled drugs and oxygen, in accordance with Cullum Welch Court policies and procedures.
11. To enable good 2-way communication with colleagues and residents, being **supportive and inclusive and encouraging a culture of mutual respect**.
12. **Maintain skills and keep up to date** with clinical developments and best practice in areas relevant to care delivery in the home.
13. To comply with production of care documentation, to include support plan, medication records, risk assessments and any other resident related documentation to ensure **safe, person centred, efficient and effective** working.
14. To encourage and engage in harmonious and **respectful** working with the **catering and housekeeping departments** and **other internal stakeholders**, enabling a holistic and efficient service is provided to the residents.

15. To maintain good **communication with families, GPs and other professionals** to ensure continuity of care and enable systematic assessment, monitoring and review processes.
16. During your shift, to be **responsible for the Health and Safety of staff and residents in your household** and comply with good **clinical and care governance practice**.
17. To be the **named worker** of specific residents, monitoring their physical, psychological, and social care needs, wellbeing, and personal preferences, including meaningful occupation and activities, dietary preferences, weight change etc to ensure **person centred care** is practised and timely interventions are implemented, as necessary.
18. Coordinate and deliver an ongoing programme of **tailored and meaningful activities** focused on maximising everyone's wellbeing, independence, and social engagement, whilst nurturing and promoting their right to choose. Always responding positively and cheerfully to all enquiries, role modelling **compassion and respect in all aspects of the care home**.
19. To take part in day-to-day activities, such as preparing light meals/snacks as required, washing up, cleaning spillages etc ensuring a hygiene and odour free environment, encouraging residents wherever possible to be involved to foster a **homely environment**.
20. To attend all training as required and in particular keep personal mandatory and legislative training up to date, always being **open minded** and **progressive** in your thinking.
21. Participate in the **training of staff** and measure learning through supervision in order to support staff in their further development.

GENERAL DUTIES AND RESPONSIBILITIES:

1. To maintain confidentiality and to comply with the College policy thus ensuring security in the management and use of information at all times.
2. To contribute to close working relationships with all personnel and to help to build an open, honest and happy culture that facilitates learning, creativity and excellence of delivery.
3. To be empathetic and courteous to residents and their relatives, always treating them with care and consideration and referring any issues or incidents directly to management/nursing staff as appropriate.
4. To undertake any other duties at the request of the line manager which are commensurate with the role, including project work, absence cover and taking part in College events.
5. To operate in accordance with the College's policies and procedures as detailed on the College's website and intranet and as set out in the Staff Handbook and elsewhere, and

ensure compliance with Safeguarding Adults policies, Care Quality Commission legislation and key lines of enquiry.

6. To work in accordance with the Health and Safety at Work Act 1974 and related College regulations; understanding the health and safety policy and ensuring that care is taken to protect the health, safety and welfare of residents, staff and visitors in Morden College. This will include reporting of faulty equipment to the relevant manager.
7. To undertake training as necessary in line with development of the post.
8. To participate fully in the performance management process and undertake Continuing Professional Development as required.
9. To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
10. To ensure compliance with the General Data Protection Regulations 2016 and the Data Protection Act 2018.

This job description is not meant to be exhaustive and will be reviewed and amended as necessary to meet the changing needs of the organisation. It will also be used as the basis for determination of objectives and the contents will be used as part of the appraisal process. This job description has been agreed between the post holder and Morden College.