

**Responsible to:** Deputy Home Manager, overall responsible to Home Manager

**Responsible for:** Senior Care Assistants & Care Assistants

## Overall aim of the job:

*To make the use of care services a positive, timely and rewarding choice.*

By:

- Working within the NMC codes of conduct and scope of practice, as well as organisational policies and procedures to deliver & lead high quality care as part of the care team using a person centred approach.
- Ensuring the individual needs of service users are met, providing opportunities for individuals to use their skills and enhance their quality of life, whilst maintaining their independence and privacy.
- To actively assist, maintain & promote the Coverage Care values:
  - Support and listen to you
  - Use and open, honest culture
  - Put you at the heart of our service
  - Ensure you feel safe
  - Respect your life choices
  - Be kind and compassionate
- Working on a rolling shift pattern, including alternate weekends, applying a flexible attitude to working hours especially in regards to covering absence & holidays, including bank holidays, evenings & weekends.
- Displaying a caring, sensitive & approachable nature.
- Being compassionate, patient & empathetic in all tasks.
- Being organised & reliable in approach to work.
- Having a full knowledge of and to follow the NMC Professional Code of Conduct and to be accountable for professional practice.

| What experience do I need?                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | What Qualifications do I need?                                                                   |
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| <p>Experience of working as an RGN/RMN with a minimum of 1 years' experience in a health &amp; social care setting.</p> <p>Experience of caring for individuals in a health care setting to include completing personal care and understanding dementia &amp; mental health needs.</p> <p>Experience of administering medication.</p> <p>Experience of supervising, guiding &amp; leading a team, developing team members whilst delegating tasks appropriately &amp; maintaining motivation.</p> | <p>RGN/RMN Qualification</p> <p>Active Nurse PIN</p> <p><b>What Training will I receive?</b></p> |

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| <p>Understanding of safeguarding adults at risk<br/>Understanding of regulations &amp; legislation within the care profession.</p> <p>Understanding of key care principles, national minimum standards &amp; CQC.</p> | <p>Mandatory Training – Legislative &amp; Coverage Care (see separate training document).</p> <p>Emergency First Aid (3 day course).</p> |
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## Senior Duties

### Take day-to-day management responsibility for the establishment by:

#### Staff Management:

To provide guidance, instruction, and supervision to qualified and unqualified staff as appropriate in all aspects of care and to act as a mentor to new or less experienced staff, ensuring all new care assistants are given a comprehensive induction, staff are aware of the standards expected, and fully supported throughout their employment. Complete Personal Development Plans & personnel paperwork as required. Ensure the rota is covered for upcoming shifts and relief staff are utilized as & when required.

#### The Home:

Take responsibility and accountability for the establishment, its resources and services. Ensure you are aware of financial matters associated with the running of the home and help obtain the maximum benefit from available funds. Take responsibility for the presentation and appearance of the establishment & maintenance of equipment & facilities in line with the requirements of the Company by undertaking & recording the required scheduled building & security checks.

#### Communication:

As a member of the senior team, support the Manager in meeting the Company's policies, procedures and legal obligations, ensuring that all staff are working to company policies and procedures, company initiatives are promoted and to take appropriate action to ensure that standards are reached and maintained. Ensure the general manager is kept up to date on any ongoing issues on a regular basis.

## Main Duties

### Nursing Care & Support

Take responsibility for clinical nursing care to include assessing, planning, implementing and continually & regularly reviewing care needs to provide a high standard of direct nursing care to service users, based on assessment and consultation with individuals, their relatives and the care team.

To fulfil the role of 'Named Nurse' for designated individuals.

To administer medication for service users in line with NMC & company policy & procedures relating to the ordering, administration, custody, storage and control of drugs.

To undertake hourly checks of service users (where appropriate), recording patients' vital signs and medical information.

To individually, and as a team member, seek to identify & promote improvements in service users care, directing the interventions of the keyworkers to ensure high standards of all social aspects of care.

To take the clinical lead with individual service users in respect of tissue viability, pressure relief, nutrition, continence and wound management.

To exercise this responsibility through participating in the care planning.

To work with the nursing and care team to set standards for care, informed through evidence based practice, and act as a role model at all times.

To liaise with GP, chiropodist, occupational therapist, physiotherapist and other members of the primary care team(s). To refer to, and liaise with appropriate specialist nurses linked to the PCT(s).

To facilitate the admission and discharge of service users – liaising with other agencies to ensure continuity of care between hospital and community.

## Additional Duties

To build and maintain good relationships with service users and their relatives, displaying good communication & listening skills, to ensure they are provided with an effective communication network & next of kin is informed of significant changes in a service user's condition.

This may include:

- Talking and listening to service users
- Helping them to maintain contact with family, friends & the community
- Assisting with shopping & recreation tasks & opportunities
- Being aware of their likes, dislikes, nutritional & cultural needs.

To promote at all times, the health and wellbeing of service users and to ensure each service user has an active, varied and interesting life which respects individual choice and capability, whilst observing & promoting service user choice, independence, dignity, privacy, fulfilment & other rights.

To create & promote a warm and friendly atmosphere within the home, which allows & encourages service users to develop and participate in the running of the home to their fullest potential.

As a member of the senior team, support the Manager in meeting the Company's policies, procedures and legal obligations, ensuring that all staff are working to company policies and procedures, and to take appropriate action to ensure that standards are reached and maintained.

## Administration Tasks

To be responsible for planning care and implementing personal care plans, reports, reviews and assessments, displaying accurate, clear & concise communication skills (both written & verbal), by maintaining and updating records as required in order to enhance the quality of services in relation to maintaining the well-being, dignity, quality of life and environment of the service users. This should include documenting any interventions, whether advisory or through direct care, in the support plan in line with professional (NMC) guidelines.

## Health & Safety

To identify risks within the home and notify the appropriate senior staff member immediately.

To be aware of emergency procedures, report hazards to the Manager and respond to emergencies as appropriate.

To use manual handling techniques & equipment safely and correctly as per the current company policy & procedures.

To wear the correct uniform and personal protective equipment (PPE) associated with the task and role you are carrying out.

## Teamwork

To work effectively as part of a team, actively supporting other team members, whilst also being self-motivated to work on own initiative & without direct supervision.

To be able to work under pressure.

To participate in appropriate training, and be committed to ongoing personal & professional development, maintaining & developing personal and practical skills and to keep abreast of clinical developments.

To attend staff meetings as requested by the Home Manager.

To promptly report any information, issues or concerns regarding the care, support, wellbeing or behaviour of service users and also staff members to a member of the homes senior team.

## Other

Understand & apply the principles of confidentiality & dignity all times, ensuring information is not shared or divulged with anyone not authorized to receive it.

To work in accordance with Coverage Care's Code of Practice and all current relevant legislation.

Ensure the service provision is anti-discriminatory and culturally sensitive responding to individual needs, with regard to race, religion, culture, language, gender, sexual orientation, age and disability.

To actively market Coverage Care and promote a positive, personal & professional profile, ensuring the good reputation of the organization at all times.

To display a commitment is made to equal opportunities in the organisation.

## Please Note

The duties in this job description are not exhaustive, but instead, are representative of the type of work required in the post. The post holder will, therefore, be required to undertake other duties deemed appropriate and consistent with the purpose of the job.

The job description & person specification are revised periodically and amended, as necessary, to ensure that they meets the needs of the service.

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I acknowledge the receipt of the above job description:

**Name:**

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**Signature:**

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**Date:**

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