



# Castlebank Care Home

## JOB DESCRIPTION

The information provided in this Job Description is given to ensure that the post holder has the best opportunity of understanding what is required to be effective in the post. It is not intended to be prescriptive in every detail and it is expected that the nature of their position will mean that each post holder will be as positive and flexible as possible in using this as a framework.

<b>Job title:</b> Senior Care Assistant	<b>Location/Department:</b> Castle Bank Care Home
<b>Accountable to:</b> Manager	<b>Responsible for:</b> Junior Care Staff

### **Purpose of the role:**

To Support the person in charge and his/her assistant in all aspects of the home's management, including taking temporary, complete charge during the absence of the person in charge, and his or her assistant. To undertake social care duties and maintain a high standard of personal care to the residents.

### **Key Responsibilities:**

1. To help ensure that all junior and domestic staff contribute to the best of their ability to the efficient running of the home and the creation of the right atmosphere.
2. To assist the clients who need help with dressing, undressing, bathing and toilet, and help to provide health supervision and attention through direct simple care.
3. Assist clients with mobility problems and other physical disabilities such as incontinence, help in the use and care of aids and personal equipment.
4. To help in the promotion of mental and physical activities of the clients through talking to them, taking them out, and sharing with them in activities such as reading, writing, hobbies and recreations.
5. To make and change beds: and to ensure rooms are tidy, and clothing laundered.
6. To answer emergency bells, the door and telephone; greet visitors.

7. Develop care plans, implement care plans and read and write reports in care plans, take part and contribute in staff meetings and also in training activities as directed.
8. To help train and supervise junior members of staff in all aspects of their work in the home.
9. To administer, order and control medication for which the Home has taken responsibility and to maintain the necessary records, including medical supplies.
10. To carry out regular checks on residents at intervals determined by assessment and client need, and with due regard for the resident's privacy.
11. To carry out regular checks of the building, with special reference to the Fire Regulations and Health & Safety Act (1974) or any amendments thereto.
12. To answer emergency bells, assess the situation and deal with the resident seeking help.
13. To help to ensure that aids and equipment are maintained and are in good working order.
14. To assist clients who need help, reassurance and comfort.
15. To help the Registered Manager or his/her Assistant/Deputy to observe and maintain such log books and records as may be directed by the Registration Authority and the Company.
16. To perform other related duties not specifically enumerated in this job description which may from time to time be assigned by the Company.