**BUTTERCUP HOUSE CARE HOME**

**Job Description**

**Position: Senior Healthcare Assistant**

**Responsible to: Head of Care/Deputy Manager / Registered Manager**

**JOB PURPOSE:**

To contribute and participate in providing quality care and life experiences based upon the six basic values of privacy, dignity, independence, choice, rights and fulfilment.

To help provide a therapeutic structured and relaxed environment in which service users can develop and enjoy their lives.

To assist in the overall daily management of the home by taking responsibility for coordinating activities during a shift as required.

To support and assist new and less experienced staff in the implementation of procedures and service user guidelines.

To help implement changes made by the management to other carers.

To implement care home equipment in a manner that is safe and not in a destructive/aggressive manner.

To be responsible for the ordering and storing of service users medications, and whilst on duty the administration of service users medication. When required after relevant training.

To strictly adhere to confidentiality policy of the home.

**Main Duties:**

To facilitate good communication within all levels of the staff team.

To receive and give handovers of information regarding service users at the start and end of every shift and pass on any relevant information to the manager each day.

To ensure that medication is administered and stored and recorded in line with administering policy. To give residents their prescribed medication at times indicated, in line with procedures. Reporting any discrepancies/concerns immediately to the manager.

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To organise staff rest breaks throughout the shift ensuring the home remains adequately staffed throughout and that all duties have been completed first.

To carry out all duties in a professional manner setting an example to the rest of the team.

To allocate daily duties and responsibilities to all staff on shift and to monitor and ensure all staff on duty are carrying out their designated duties.

To participate in life planning for particular service users to include:

Identifying the service user’s emotional, physical, psychological, social and spiritual needs and make appropriate decisions for action in consultation with the Management Team.

Delivering of a clearly defined programme of care for each service user within the home and ensuring that such service user files are recorded and maintained timely as well as accurately.

To ensure monthly evaluations are completed each month and signed off by the Manager.

Liaising with relatives, Doctors, Care Managers and other professionals in consultation with the Manager of the home.

To ensure that the agreed psychological / care / support guidelines for each service user are followed in conjunction with the Management Team.

To work a flexible shift pattern, which includes weekends and bank holidays. Providing an effective 24 hour service, and demonstrate a reasonable degree of flexibility to ensure all shifts are covered with the required staffing levels and skill mix.

To assist in maintaining a good standard of hygiene and tidiness within the home and when required to check all equipment including emergency and fire equipment and report any defects.

To ensure accurate recordings and reporting of all accidents and incidents that may occur involving service users and or staff and to record relevant information in the appropriate place.

To participate in staff meetings, contributing to the review of current working practices and future developments.

To supervise and share mealtimes with service user’s, to encourage a positive attitude towards food and to ensure encouragement to eat/drink is given throughout each shift.

To ensure that service users are all encouraged to eat their meals at the dining room tables throughout each day.

To assist in the delivery of day care and leisure opportunities following individual activity programmes in conjunction with, and following guidance from the management team.

To accompany and organise transport which requires service users to attend activities/ appointments outside of the home.

To adhere to the policy on confidentiality in accordance with ‘Data Protection Act’

This job description is not intended to be a complete list of duties and responsibilities, but indicates the main aspects attached to this post. It may be reviewed and amended at a future time after discussion with the Manager and staff in the home, to take into account any changes and recommendations.

Manager Signature: …………………………………….. Date:………………..

Provider Signature: ……………………………………… Date:………………..

Staff Signature:…………………………………………….. Date:………………..