

PJ29 - Job Description - Senior Carer

VALUES BASED JOB DESCRIPTION AND PERSON SPECIFICATION	
Job Title:	Senior Carer
Reports to:	Deputy Manager
Job Overview: <small>(Note: In addition to these functions employees are required to carry out such duties as may reasonably be required)</small>	<ul style="list-style-type: none"> To provide leadership to the care staff within 4SocialCare Ltd To provide care in accordance with current best practices, according to policy and procedures, agreed standards, legislative requirements, relevant regulations under the direction of the Manager To supervise the care services within 4SocialCare Ltd in accordance with agreed standards To maintain skills at a current level, and undertake such training and development as may from time-to-time be required to maintain practices as up-to-date
Location:	4SocialCare Ltd, but you may be required to work from other locations at the discretion of the company and with appropriate notice.
Working Hours:	5 days over a 7-day period, as agreed with the manager.

Responsibilities and Duties of the Job	
Role Specific Duties:	<ul style="list-style-type: none"> Ensure Service Users are at the heart of the care delivery and their wishes and preferences enhance their wellbeing To ensure that all staff contribute to the efficient running of the service and supervise staff Be responsible for promoting and safeguarding the welfare of those individuals they support
Working with Others:	<ul style="list-style-type: none"> Develop effective working relationships with other employees within 4SocialCare Ltd Work in cooperation with members of the multi-disciplinary teams to maximise opportunities for Service Users
Leading by Example:	<ul style="list-style-type: none"> Seek opportunities for personal and professional growth
Personal Responsibilities:	<ul style="list-style-type: none"> Attend statutory training and any other training as directed by the management

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Person Specification

Specific Requirement for Qualifications	Essential		Desirable	
	Yes	No	Yes	No
Good English - Written and verbal				
RQF Diploma level 3 Health and Social Care				
Supervisory or management qualification				

Specific Requirement for Skills	Essential		Desirable	
	Yes	No	Yes	No
Proficient Written Skills				
<ul style="list-style-type: none"> Maintain all Care Plans/care records in accordance with 4SocialCare Ltd policy and audit care records following company policy to ensure compliance 				
Leadership Skills				
<ul style="list-style-type: none"> Ability to induct and orientate new employees to the job role and service Organise and plan supervision and appraisals for care staff Provide and oversee staff providing people with support/assistance as they accomplish daily tasks, including bathing, eating, dressing, grooming and using the bathroom Dispense medication following 4SocialCare Ltd policies and procedures Communicate any problems, concerns or changes to Service Users' family members as needed 				
Communication Skills				
<ul style="list-style-type: none"> Senior Carers need to build rapport with Service Users by establishing personal connections and showing interest in their lives The post-holder should recognise the importance of effective communication within the multi-disciplinary team, with Service Users and their families/friends, whilst recognising people's needs for alternative methods of communication and respond accordingly To greet visitors and show prospective Service Users and families the facilities as required 				
Problem-Solving Skills				
<ul style="list-style-type: none"> Senior Carers need to be able to adapt and address situations quickly. Plan, develop, implement and assess approaches to promote health and well-being, whilst recognising and reporting situations where there might be a need for protection 				

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Specific Requirement for Previous Experience	Essential		Desirable	
Previous experience of working in similar environment	Yes	No	Yes	No
Previous experience of working in similar supervisory role	Yes	No	Yes	No
Experience of working with Service Users, in particular, those that may have additional support needs	Yes	No	Yes	No
Knowledge of rota planning ensuring adequate staff on duty with correct skill mix and fair allocation of off duty/annual leave	Yes	No	Yes	No

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Value-Based Personal Qualities

Area	Specific Requirement
Working Together	<ul style="list-style-type: none"> Involve Service Users, family, external agencies & colleagues Speak up when things go wrong
Respect and Dignity	<ul style="list-style-type: none"> Understand person-centred care and can demonstrate treating people as individuals and respecting choices Promoting independence and encouraging appropriate risk taking
Everybody Counts	<ul style="list-style-type: none"> Ensuring no one is discriminated against or excluded Understand human rights and impact on care delivery Facilitating people to 'speak up' about concerns and acting upon them
Commitment to Quality of Care	<ul style="list-style-type: none"> Striving for quality in everything we do recognising and understanding what quality in care means for people using the services Being accepting about criticism and focusing on improvement Being open to new opportunities for learning and identifying the limits of skills and knowledge
Compassion	<ul style="list-style-type: none"> Treating people with kindness Understanding the importance of empathy in all areas of employment Understanding the values of others and always providing a caring service
Improving Lives	<ul style="list-style-type: none"> Focus on how things could be done better and sharing ideas Understanding of wellbeing and what is important to people using the service Improving outcomes for people Ensuring appropriate services are provided for people using the services

Key Lines of Enquiry Table

Key Line of Enquiry (KLOE)	Supporting
S5 - How well are people protected by the prevention and control of infection?	✓
W2 - Does the governance framework ensure that responsibilities are clear and that quality performance, risks and regulatory requirements are understood and managed?	✓