



JOB DESCRIPTION

Job Title:	Senior Care Practitioner
Company:	ClwydAlyn Housing Limited
Responsible to:	Care Home Manager
Location:	Residential/Nursing Home
Qualifications:	Previous NVQ Level 3 or working towards Diploma Level 3 in Health & Social Care or related Diploma subject
Date of Evaluation:	June 2017

Disclosure & Barring Service Check requirement:

This role has been assessed as requiring an Enhanced Level Disclosure and Barring Service (DBS) with Barred List check due to the work being undertaken being performed directly with vulnerable group or children which is deemed regulated activity. Staff will need to demonstrate through their DBS check that they have no spent or unspent convictions, cautions, reprimands or warnings which would impact on their ability to carry out their role. This level of check will also highlight anyone barred from working with vulnerable group including children.

Any risks identified through the DBS check will be reviewed by ClwydAlyn and a Risk Assessment undertaken. The outcome of the Risk Assessment may result in job offers being withdrawn or existing staff member's employment being reviewed. Further information is available in ClwydAlyn's DBS Policy and Procedure which can be requested from the People Team.

1. Purpose of the post:

- 1.1 To supervise the day to day delivery of care and ensuring the provision of good quality, safe, supported accommodation.
- 1.2 To be a part of a team and work with the Care Practitioners and other staff in ensuring that all residents' individual care plans maintained to a high standard, as required by our regulatory body.
- 1.3 To ensure all care is provided to the specified standard and to assist residents with all physical, social and emotional needs as and when required in line with work routines, ensuring that duties are performed in a safe and efficient manner.

2. Main Duties and Responsibilities

- 2.1 To ensure that the requirements of relevant legislation is promoted and followed.
- 2.2 To direct and supervise Care Practitioners and other relevant staff as necessary.
- 2.3 To assist the Manager in ensuring that all staff have the relevant skills, training and commitment and that new staff are successfully inducted in order to fulfil their individual role and maintain standards of care.
- 2.4 To work and liaise closely with a range of multi-disciplinary partners, statutory or voluntary with whom the Home needs to have operational links e.g. Health providers, Social Services, General Practitioners and other agencies to ensure that such operational links are initiated and maintained.
- 2.5 To complete comprehensive resident care plans prior to and upon new admissions and to ensure that the individual support and guidance as defined within the care plan is delivered and progress is continuously monitored.
- 2.6 To monitor and report any changes in a Resident's condition to the Manager and to complete the re-evaluation of care plans and/or risk assessments as appropriate.
- 2.7 To ensure the promotion of Resident activities within and outside of the home including the continuation of activities, interests and hobbies.
- 2.8 To assist in the implementation of effective monitoring and recording systems for the Home. To also ensure that all relevant paperwork is completed and maintained to a high standard.
- 2.9 To ensure a high standard of cleanliness and tidiness throughout the Home, both internally and externally, as required.
- 2.10 To understand and follow financial procedures as set out by CwydAlyn.
- 2.11 Directs Care Practitioners and other relevant members of staff as necessary to maintain high standards of care and to assist in the evaluation of their performance including conducting supervisions, personal development reviews and one-to-one support to Care Practitioners.
- 2.12 To administer, order, accept and book in Resident medications, including controlled medications, ensuring safe practice and accuracy at all times.
- 2.13 To liaise and communicate effectively with Resident's relatives, staff, health professionals and all other visitors to the Home.

2.14 To work in conjunction with the Manager to ensure adequate staffing levels to ensure standards of care and safe practices are maintained.

3. Unsocial Conditions

3.1 As part of the duties of a Senior Care Worker, you will be required to work in conditions that are dirty and unpleasant.

3.2 A flexible approach to the role is required which will include the requirement, where necessary and according to the requirements of the individual Home to regularly work bank holidays, evenings, nights and weekend shifts on a rostered basis which is determined by operational requirements.

4. Core Responsibilities

4.1 To provide and actively promote excellent Customer Service for both internal and external service users and stakeholders, ensuring the customer experience is a positive one.

4.2 To be responsible for the application of Health & Safety practices within daily working practices sharing a common responsibility for Health & Safety across the company.

4.3 To comply with the company Risk Management Strategy, identifying and mitigating against risk.

4.4 To be responsible for the application of Equality and Diversity practices in accordance with company policy and procedures within daily operations.

4.5 To comply with Standing Orders, company Policies and Procedures and to make known to Line Managers any areas which are not adequately covered.

4.6 To perform any other reasonable task as determined by the Manager, Director, Deputy Chief Executive, Chief Executive or Board of Management.