



# Job Description

Senior Care Assistant

Windermere Grange, Middlesbrough



**St Martins Care**

Homely, Compassionate Care

Windermere Grange Care Home

Windermere Road, Linthorpe, Middlesbrough, TS5 5DH.

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# Job Description

## Senior Care Assistant

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### Main Purpose

1. To provide residents with the highest standard of quality care and support, in accordance with the individual care plan.
2. To act in accordance with the policies and procedures of the home.
3. To act as a role model for other staff.

### Main Duties

1. To act as a role model for other care staff in respect of day to day activities with particular emphasis on attaining National Vocational Qualification in Health and Social Care.
2. To educate and enable other care staff to practice skills under direct supervision until competent.
3. To work at all times in ways which demonstrate an active understanding of the principles of the job as described above, and with appropriate guidance from senior staff.
4. Answer Nurse call system promptly, giving assistance as required. Answer the door and telephone appropriately. Respond accordingly, and pass on messages promptly.
5. To build up good relationships with residents under his/her direct care and to provide them with daily care to help them maintain and improve, where possible, their independence, individuality and mobility.
6. Dispense medication, and ensure correct recording of all relevant information relating to medication (after satisfactory completion of the Safe Handling of Medicines course).
7. To work to promote a high level of effective communication between the care and the nursing team.
8. Complete, observe & review care planning needs for residents, and complete written daily records as instructed and in line with the Company's policies and procedures.
9. To complete assessment documentation as required by the home.
10. Ensure all holistic assessments are carried out when residents are admitted to the Home/Centre e.g. covering nutritional and incontinence issues, risk assessment etc.
11. To maintain accurate and legible records of care provided. Complete other assessment documentation.
12. To assist residents to carry out their activities of daily living e.g. washing, dressing, eating and bathing.
13. To provide residents with meals, adhering strenuously to Food Hygiene regulations.
14. To provide beverages for residents and their visitors as required.
15. To help residents choose from the menu.
16. To assist residents with eating where needed as per their care plan.
17. Report comments on food and requests for particular dishes to the Cook/Head Cook.
18. To take care of the residents clothing, ensuring the correct collection, distribution and return of all laundered items.

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19. To carry out bed making and changing of linen.
20. To keep the residents rooms tidy, safe and in line with the residents wishes.
21. Escort residents travelling to and from the Home/Centre e.g. on social outings, hospital visits etc.
22. To participate in the programme of activities for residents.
23. Participate in Staff and Client meetings as and when required.
24. To facilitate in the admission of new residents.
25. To support senior staff, where appropriate, to carry out their clinical responsibilities for residents.
26. To assist qualified staff in the on-going assessment of residents, reporting any changes to the person in charge.
27. To promote awareness and compliance with the operational policies and procedures of the Home. Where appropriate complete training and undertake Infection control champion role.
28. To adopt a neat, clean and tidy appearance at all times and wear the appropriate uniform as supplied by the Home/Care Centre.
29. To be helpful and courteous to residents and visitors at all times.
30. To report all comments, compliments and complaints to the Nurse in Charge.
31. To report any defects, damage, theft, breakage's or hazards.
32. To check the duty rota and sign for actual hours worked.
33. To be familiar with the policies and procedures and the Employee Handbook, and act in accordance with them.
34. To attend all mandatory training sessions.
35. Participate in relevant N/SVQ training to achieve required qualifications.
36. Ensure the communal areas and corridors are safe and free from hazards.
37. Ensure all residents' property is stored in line with the policies and procedures of the home.
38. Report and hand in any lost property.
39. Ensure all property belonging to the home is treated with respect.
40. To carry out duties in such a way as to ensure the economical and safe use of resources and equipment.
41. To carry out additional reasonable duties as well, from time to time as directed by the management team.
42. To carry out all duties in a safe manner having regard to the Health and Safety of self, colleagues, residents and visitors to the Home.

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This list is not exhaustive and only outlines main duties; the Home Manager/ General Manager may request other reasonable duties.

This document will be reviewed annually at the time of performance review.

I acknowledge the receipt of the above job description.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

Once signed, kindly return to the administration department for filing and photocopying.  
One copy will be retained in your personnel file and the other is for your personal reference.



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