

**Job Description**

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| **Department** | **Department of adults** |
| **Job Title** | **Senior Care assistant** |
| **Grade** | **Grade E Plus 7%** |
| **Primary Purpose of Job** | To assist the registered manager and care supervisors to do everything possible to ensure the Department fulfils its primary purpose both effectively and efficiently.Ensuring all care delivered, is to the standards demanded by the Care Quality Commissions Essential Standards of Quality and Safety and in line with the policies, procedures quality standards of the department.Working within the Code of Conduct for Adult Social Care Workers by promoting best practise, working to standard, providing high quality, compassionate care and support. The overall security of premises and wellbeing of service users throughout the day.To support service users throughout the day according to their individual programmes of care.To supervise, allocate and check work of the Care Assistants.Responsible for the administration of medication in line with set procedures. |
| **Reporting To** | Care Supervisor |
| **Direct Staffing Reports** | Care Assistants / Health Care Assistants / General Assistants |

**Main Duties**

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| **1** | To contribute to the protection of individuals from abuse or neglect. |
| **2** | To promote effective communication for and about individuals and support individuals with specific communication needs. |
| **3** | To receive, analyse, process, use and store information. |
| **4** | To use electronic systems to record all service user care and relevant data. |
| **5** | To provide food and drink for individuals and help them to eat and drink when required. |
| **6** | To contribute to planning, monitoring and reviewing the delivery of services for individuals. |
| **7** | To supervise, allocate and check the work of the Care Assistants, to carry out direct observations for care staff. |
| **8** | To ensure Care Assistants are assisted in maintaining and updating their mandatory training needs. |
| **9** | To report and record incidents. |
| **10** | To assess and review individual needs and preferences. |
| **11** | To contribute to the movement and handling of individuals to maximise their physical comfort. |
| **12** | To support individuals in their daily living and with their personal care needs. |
| **13** | To monitor and maintain a safe and clean environment. |
| **14** | To contribute to the effectiveness of work/teams. |
| **15** | Respond to emergency situations appropriately. |
| **16** | To support multi-disciplinary teams in delivering individualised programmes of care to service users. |
| **17** | To contribute to the development, provision and review of care programmes. |
| **18** | To support individuals to undertake and monitor their own health care, including the overall responsibility for administration of medication in line with set procedures. |
| **19** | To support and respond accordingly to individuals who are distressed. |
| **20** | To ensure the security of premises throughout the day. |
| **21** | The core competencies are considered essential for all roles within Bolton Council. |
| **Date Job Description prepared/updated:** | **December 2023** |
| **Job Description prepared by:** | **Head of Service – Integration****Mandy Woods** |

**Person Specification**

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| **Department** | **Department of adults** |
| **Job Title** | **Senior Care assistant** |
| **Stage One** | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see [Carers-Charter-FINAL.pdf (gmhsc.org.uk)](https://www.gmhsc.org.uk/wp-content/uploads/2018/04/Carers-Charter-FINAL.pdf)) are guaranteed an interview if they meet the essential criteria for the role  |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | To have the ability to maintain and monitor individuals who are at risk of abuse | Interview |
| 2. | To be able to communicate effectively with individuals, both verbally and in writing, and where there is communication differences. | Application Form/Interview |
| 3. | To be able to receive, analyse, store, transmit and retrieve information, verbally, in writing and electronically.  | Interview |
| 4. | To be able to assist individuals to prepare for and consume food and drink. | Interview |
| 5. | To be able to contribute to the planning, monitoring and review of services for individuals | Interview |
| 6. | Ability to supervise staff and allocate and check their work | Interview |
| 7. | To have the ability to work with individuals to assess their needs/preferences and support those who are experiencing change in care requirements/provision | Interview |
| 8 | Ability to move and handle individuals to maximise their physical comfort | Interview |
| 9 | To have the ability to provide personal care for individuals based on a person-centred care approach and support them in their daily living to enable them to maintain their personal hygiene and appearance | Interview |
| 10 | To monitor and maintain the cleanliness of rooms and work areas. | Interview |
| 11 | To have the ability to work effectively as a team member and be able to develop oneself in own area of work | Interview |
| 12 | To have the ability to plan, agree and implement development activities/therapies and support individuals to participate in them | Interview |
| 13 | To be able to support multi-disciplinary teams in the development, provision and review of individual programmes of care for individuals. | Application Form/Interview |
| 14 | Ability to support individuals to administer their own medication and undertake health care including the administration of medication in line with set procedures | Application Form/Interview |
| 15 | To have the ability to provide the appropriate support and assistance to individuals when they are distressed | Application Form/Interview |
| 16 | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | 3 years’ experience of providing personal care in a formal setting | Application Form/Interview |
| 2. | Care Certificate | Application Form/Interview |
| 3.  | Be able to demonstrate an understanding of Person-Centred Care | Application Form/Interview |
| **3. Work Related Circumstances** |
| 1. | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | Interview |
| 2. | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | Interview |
| 3. | This role requires the job holder to work outside of normal office hours, for example at evenings and weekends, to meet the needs of the service.  | Interview  |
| 4. | This role requires the job holder to be physically fit and able to carry out aspects of the job such as lifting/carrying/standing for lengthy periods.  | Interview  |
| 5. | This role has a minimum age requirement due to the nature of the position of 18 years  | Interview  |
| 6. | This post is subject to an enhanced disclosure from the Disclosure & Barring Service with check of relevant barred list(s) | Interview |
| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. | Knowledge of the ageing process | Application Form/Interview |
| 2. | Evidence of working in a multi-disciplinary team | Application Form/Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Willing to work toward QCF level 5 | Application Form/Interview |

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| **Date Person Specification prepared/~~updated~~** | **December 2023** |
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**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





