



JOB DESCRIPTION FOR SENIOR CARE ASSISTANT

Position: Senior Care Assistant

Responsible: Registered Manager

Purpose of Position

As a senior care assistant, the role is to support the person in charge and his or her assistant in all aspects of the home's management, including taking temporary complete charge during the absence of the person in charge and his or her assistant.

To train junior members of staff in all aspects of their work in the home.

To provide "night shift" cover when necessary

Principle Responsibilities

Help to ensure that all junior and domestic staff contribute to the best of their ability to the efficient running of the home and the creation of the right atmosphere.

Assist service users who need help with dressing, undressing, bathing and toileting.

Assist a senior member of staff who has been assessed as competent with medication administration.

Help service users with mobility problems and other physical disabilities such as incontinence; help in the use and care of aids and personal equipment.

Help in the promotion of mental and physical activity of service users through talking to them, taking them out, and sharing with them, in activities such as reading, writing, hobbies and recreations.

Make and change beds; tidy rooms and do light cleaning.

Inspect, launder and mend care users clothing.

Cook meals, serve meals; assist care users at meal times if required; wash up utensils.

Answer emergency bells, the door and the telephone; greet visitors.

Read and write reports in case notes.

Take part in staff meetings, and also in training activities as directed.

Carry out other reasonable duties as may be required.

Date: _____

Signed: _____ Employee

Signed: _____ Registered Manager

