

Job Description: *Senior Carer*

Accountable to and Reports to: *Registered Manager*

Salary: **£8.16 per hour**

JOB PURPOSE

Streets Ahead provides support and care to people with a learning disability mainly in their own homes but also at Mount View Care Home. The services provided are registered with the Social Care and Social Work Improvement Scotland and operate in line with the National Care Standards.

The post holder

- Is responsible for contributing to the assessment of support and care needs and the development, implementation and review of support plans to the people who receive a service at Mount View.
- Is responsible for the welfare of the people who live at Mount View and the staff team throughout their rostered span of duty on a day to day basis and in the absence of the manager.
- Will co-operate with and assist the Manager in developing, leading and managing the staff team.
- Will be required to supervise junior staff and contribute the induction of new staff.
- Will be required to manage resources efficiently and ensure compliance with the law, national care standards and service policies and procedures.

Main Duties & Responsibilities

Supporting people

In conjunction with the Manager to ensure that

- All the people we support have detailed support plans in place that reflect a person centred approach to support and care
- The support plans are reviewed and updated on a regular basis
- The people we support and their families (as appropriate) are involved in the development and review of support plans
- All medications are administered, stored and monitored in line with the service policy
- Information is passed on to the manager of any changes in medication

Managerial

To ensure that

- You work co-operatively with your Senior Carer colleagues to ensure that people's needs are met consistently over the 24 hour period 7 days a week
- All junior staff are aware of the support plans of the people who live at Mount View, are able to implement these plans and are informed of any changes.
- All appointments and events/outings for the people we support are recorded in the house diary and checked to make sure that they have been carried out.
- Forthcoming plans have been shared with the service manager to ensure that these can be achieved within the home's resources.
- All junior staff receive appropriate Induction and the Training required for their role.
- All junior staff receive regular Supervision and Appraisal.
- S/he contributes to the Recruitment, Induction and Training of new staff in line with service policies and procedures.
- Regular staff teams meetings are undertaken and that accurate recordings of decisions taken are made and reviewed and followed up.
- All staff are encouraged to contribute to the development of the agenda for the staff team meeting.
- S/he demonstrates appropriate leadership in adjusting the rotas to better meet the needs of the people we support and provide supervision and support to junior staff.
- Any overlaps on the rotas should be used appropriately for support planning, etc. and that any time set aside for this purpose is used constructively.
- S/he supports the manager in organising cover for any outstanding shifts.
- S/he supports the Manager in involving the people we support in the recruitment and induction of staff as appropriate and as delegated by the Manager.
- All records are stored safely & appropriately in line with service procedures
- Records are archived in line with service procedures
- S/he supports the Manager and provides information on all matters relating to the Service.
- Communication across the service is open and clear and report any concerns to the Manager.

Quality & Monitoring:

- To contribute to the development and implementation of Streets Ahead (Borders) quality assurance procedures in conjunction with the Managers and Directors.
- To work with the people we support and staff teams to enable them to contribute to the development, implementation and audit of the system
- To co-operate with the Manager in carrying out agreed recommendations and requirements contained in inspection reports.

Training:

- Approach your own supervision and appraisal in an open and constructive manner, and contribute to the supervision and appraisal to junior members of staff.
- Contribute to the delivery of formal sessions at staff team meetings and support on the job training for junior staff.
- To alert the Manager to developmental needs of junior staff.
- To encourage and support staff development for those staff within the scope of responsibility.

Financial & Resources:

To ensure that

- The people we support are involved in as far as possible in the management of their own money and consulted when and where appropriate on the use of shared resources.
- Records are kept of people's money and spending.
- All expenditure is maintained within agreed limits of the delegated authority of the post.
- Resources are managed effectively and efficiently including the deployment of staff.
- The Manager is consulted prior to the allocation of overtime.

Health & Safety:

To ensure that

- Each person we support has a personal safety plan in place and that all staff who work with the person are aware of this plan.
- Each person is supported to keep their home clean, tidy and free from hazards
- First Aid boxes are checked monthly and replenished when necessary.
- Health and Safety standards are maintained in accordance with the Streets Ahead (Borders) policy and that regular Health and Safety checks are carried out in the environments that are within the scope of this post.
- Risk Assessments are implemented out as required by law and service policies
- All weekly and yearly maintenance checks are carried out and recorded appropriately.
- Checks are carried out on the repair book and ensure that all repairs, maintenance checks and purchases are requested, recorded and followed up appropriately.

To carry out such reasonable duties as assigned by the Home Manager and/or Directors.

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