



## JOB DESCRIPTION

**Position Held:** Senior Care Assistant

**Reporting to:** Home Manager/Deputy Manager

### Introduction

Jasmine Healthcare is a privately owned group, which currently operates six care homes for the elderly, with significant expansion plans for the future.

Whilst we aim to be a profitable company and provide shareholder returns, our mission is:

*“By prioritising **our people**, our mission is to provide the **highest standards of care** in our own homes and to improve elderly care across our industry”*

### Job Purpose

The purpose of this role is to provide the highest possible levels of care in supporting and assisting our residents in all aspects of daily living. You will also be responsible for promoting our residents independence with a focus on choice, dignity and respect, alongside promoting their physical and emotional wellbeing. In this role you will be responsible for leading your shift to ensure high standards are maintained, and other members of staff feel supported.

In addition, your purpose will involve doing everything possible to ensure that your care home makes a positive contribution to Jasmine achieving all its primary objectives:

1. For all our homes to have a Jasmine Compliance Score of over 80% at all times
2. For all our homes to have a team retention rate of over 70% per year
3. For over 60% of all our team to have a Diploma in Care Qualification
4. For all our homes to be rated Good or Outstanding by CQC and all other Regulatory bodies
5. For all homes to have a [www.carehome.co.uk](http://www.carehome.co.uk) Rating of over 9 out 10
6. For all our homes to be over 95% occupied, so that as many residents as possible can enjoy our high standards of care

To achieve the specific objectives of the role:

### Objectives of Role

1. To complete three new care plans during the year and review at least [four] care plans a month
2. To complete the daily medication rounds and document consistently without errors or any issues being picked up on the medication audits
3. To ensure that daily charts are completed to a high standard by all staff on all shifts you are responsible for leading

You will also have an additional objective that is personal to you. It will be set by your manager for you to work towards throughout the year.

### Person Specification



### *Jasmine Values*

Job role holder must exemplify all of Jasmine's Values, which are:

1. Passionate about providing the Highest Standards of Care
2. Committed to Training
3. To want to be One Big Team
4. To Communicate Openly, Honestly & Effectively
5. To Have & Reward a Strong Work Ethic
6. To provide a Positive Working Environment
7. To provide a Homely place for our Residents to live
8. To Embrace Change
9. A belief that everyone is an Ambassador for Jasmine
10. To act with Integrity by always doing what we say we will
11. To Care for the Environment

Jasmine places a significant amount of emphasis on everyone in our team exemplifying our Values. Furthermore, Values play a larger role in all our recruitment decisions, than competencies do, as we are happy to train and teach competencies to anyone that has our Values.

### *Competencies*

- ✿ Ability to work under pressure
- ✿ Leadership skills
- ✿ Excellent people skills
- ✿ A caring and nurturing attitude
- ✿ Positive and enthusiastic outlook
- ✿ Good time management skills
- ✿ Good written and oral communication skills
- ✿ Prepared to take on extra training as required

### *Skills, experience and professional qualifications essential*

- ✿ Level 2 in Health & Social Care
- ✿ Level 3 in Health & Social Care (or equivalent), or willing to study towards it
- ✿ Experience in a residential / nursing home setting at a supervisory level
- ✿ Experience of administering medication and updating care plans

### **Key Responsibilities**

#### *Caring for our Residents*

- ✿ To lead the shift, supporting other staff members and ensuring the highest standards of care are achieved at all times
- ✿ Support residents with all aspects of daily living (including personal care).
- ✿ To be involved in the planning of residents' care and to give input during shift handovers
- ✿ Promote good practice in all aspects of care, and challenge poor practise from other team members.

### *Training*

- ✿ To keep all mandatory training up to date and complete additional training as required.
- ✿ To attend face to face training sessions as needed
- ✿ Ensure the Home Manager is kept fully informed of the job holder's concerns, ambitions and development requirements

#### *Team Work*

- ✿ Ensure staff supervisions for all care staff and support staff are done every two months.
- ✿ To investigate complaints and concerns as directed by the Home Manager
- ✿ To keep the Home Manager up to date with shift availability and contact details.

#### *Communication*

- ✿ Ensure the Home Manager and Deputy Manager are kept fully informed of all major developments (i.e. staff issues, occupancy, complaints, inspections) at all times
- ✿ Complete care plans, daily charts and other paperwork as directed.
- ✿ Together with the Manager and Deputy ensure all care plans are updated and evaluated at least every calendar month or sooner where required.

#### *Work Ethic*

- ✿ To work flexibly to meet the needs of the residents.
- ✿ To ensure that you are aware of the staff rota and are punctual for shifts.

#### *Positive Work Environment*

- ✿ To be aware of Jasmine Healthcare's philosophy and to contribute ideas to improve the standard of care provided.
- ✿ To maintain a positive and professional outlook whilst at work, and whilst representing Jasmine Healthcare in the community.

#### *Providing a Homely Environment for our Residents*

- ✿ To support other members of staff with the tidying of residents rooms and communal areas.
- ✿ To report any issues to the Maintenance Person.

#### *Embrace Change*

- ✿ To engage with the Deputy Manager and Home Manager during appraisals and supervision sessions.
- ✿ To contribute to staff meetings.

#### *Ambassadorship*

- ✿ To assist with pre-admission assessments
- ✿ To maintain a professional attitude when dealing with relatives, outside agencies and other visitors to the home.
- ✿ To conduct show rounds and take enquiries from prospective residents and their relatives.
- ✿ To wear uniform at all times which is clean and presentable.



*Integrity*

- ✿ To ensure the safe handling and proper documentation of medicines
- ✿ To report any safeguarding concerns or concerns about practise to either the Manager or Jasmine's Compliance Support Manager.
- ✿ Ensure you are aware of the home's policies and procedures.

*Environmental Impact*

- ✿ To report any leaks or issues to the Maintenance Person.
- ✿ To be aware of the location of all fuse boards, boilers, water stop taps and regulators for heating.

*Additional Responsibilities*

The above is not an exhaustive list and in line with Jasmine Value 8 may be subject to reasonable change.

Job holder's signature .....

Manager's signature.....

Dated.....