

**Base:** Duncreggan

**Accountable To:** The Manager

The Senior Care Assistant leads the staff team in the provision of individual care of the residents appropriate to their social, emotional, physical and spiritual needs. In the absence of the Manager, the Senior Care Assistant is responsible for the management of the Home.

### **Principle Duties**

1. To provide, oversee, supervise and monitor daily routines ensuring consistent high standards of care is provided to all residents.
2. To be in charge as required and organise the workload and supervise the staff.
3. Helping to create a happy relaxed and homely environment, which maximises the individual residents' self-determination.
4. To contribute and adhere to the development of individual care plans in relation to all aspects of daily care.
5. To uphold the key principles of residents rights, citizenship, independence, choice, privacy, fulfilment and dignity.
6. To have knowledge of and follow all company policies and procedures.
7. The implementation of social activities inside and outside the Home.
8. Assisting the Manager with the day to day management of the Home.
9. The recording and administration of all drugs and medicines in accordance with the medication procedure.
10. Administration of residents finances and petty cash.
11. Participation in the selection of staff where appropriate.
12. Attending internal/external training courses.
13. Attending staff meetings on a regular basis.
14. Participate in the key worker system by acting as key manager to a designated group of staff and organising staff supervision sessions on regular and planned basis.
15. Participating in fire drills/lectures/evacuation procedure in accordance with the requirements of the Northern Ireland Fire Authority.
16. Facilitating the participation of individual residents in community activities outside the Home and community participation within the Home.
17. Encourage and facilitate contact between residents and their relations and friends.
18. Any other duties appropriate to the position of Senior Care Assistant, which may be allocated by the Manager.

**This job description is not intended to be definitive or restrictive and may be amended from time to time after discussion with the post holder to meet the requirements of the Home and/or the residents.**