



## SENIOR CARE SUPPORT WORKER DAYS

<b>Salary:</b>	£11.85 per hour
<b>Qualifications:</b>	QCF 2 (or equivalent) in Health and Social Care essential Experience of working with behaviours that challenge essential
<b>DBS</b>	An Enhanced DBS check is required, with cost to be met by employee. This will NOT be reimbursed.
<b>Driving Licence:</b>	Desirable
<b>Hours</b>	38 hours per week
<b>Working</b>	Activity Hub Marsh Lane
<b>Location:</b>	Lime Court/ Rivendell/Lorien / Parkfield Crescent/ Tudor Gardens All Areas of Jaffray Care
<b>Benefits:</b>	Life Assurance Scheme (after qualifying period) Contributory Pension Scheme Staff Meals (non-contractual) Paid Training Dental and Optical Payments (non-contractual) Recruitment and Long Service Awards Promotional Opportunities and Career Development Additional Annual Leave with long service Free Uniform

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## Welcome to Jaffray Care

We are a Registered Charity and specialist provider of health and social care support for adults.

We are experienced at supporting people who may need a little extra help because of their complex health care needs, physical disability, sensory impairment, mental health needs or require palliative care. We do this by providing a high quality, flexible service that offers several different care pathways depending on assessed need.

Everyone wants a purposeful job - to do something meaningful. At Jaffray Care, we can give you that. You will have opportunities to develop as a person, colleague, leader and charity employee. You will make new friends and feel inspired to reach your potential. We will ask a lot of you - but you will get back so much more. With us, it is never 'just a job'. In return for your hard work and passion, we can give you real meaning and purpose in your work

### Job Profile

Your role will be that of a respected *front-line worker* and you will be expected to provide an outstanding level of assistance. Your work will contribute to the people we support living a more comfortable, dignified, liberated and happy life.

The Day Senior Care is expected to assist the Care Manager /Deputy to establish and maintain a residential service for people learning and physical disabilities.

The Day Senior Care is one of a team providing 24 hour/7 day week care to Service Users, this requires maximum reliability and flexibility including weekends and may include waking night cover. Shifts are 12 hours.

Responsible for the management of support staff, resources and care provision in the home on a daily basis, including pay and non-pay budgets as delegated by the Care Manager/ Deputy.

Carry out assessments of care needs, the development, implementation and evaluation of programmes of care and the setting, monitoring and maintenance of standards within the home.

Ensure that in, as far as it is possible within the resources available, each Service User receives a comprehensive and integrated range of services appropriate to the Service User's wishes including leisure, vocational and therapeutic services.

Comply with the Registered Homes Act and Care Standards and Regulations.

The post is multi-role, therefore, all aspects of household duties will be carried out, such as cooking, cleaning, laundry, gardening. You will be encouraged to involve Service Users in these activities where appropriate. The Day Senior Care Support Worker will be expected to provide opportunity and encouragement for Service Users to participate in leisure and development exercises helping to identify personal interests and preferred social activities.

## **Organisational Relationship**

The primary function is to provide services to people with learning disabilities and to their families and carers. An essential requirement of this post is therefore the maintenance of the closest possible collaboration with service receivers, their families, friends, advocates and carers in all elements of the post responsibilities

The services provided are complemented by those provided by the Local authority, NHS Trusts, and other Voluntary Organisations and close co-operation is required in assisting individuals to make effective use of these resources.

## **Managerial Responsibilities**

Manage all residential care services provided to the Service Users in the home on a day-to-day basis in accordance with national and local policies.

To develop a team approach in the management and operation of the home, involving all members of staff working within the home. Develop and maintain systems to enhance teamwork and positive participation of all staff in the provision of an individual service to the Service Users. Management of the staffing team including conducting regular supervision/ meetings as required.

To effectively monitor and review the achievements and objectives of the home in conjunction with the Care Manager / Care Co-Ordinator/Deputy.

The Day Senior Care Worker is responsible for monitoring the completion of the day task allocation file and is then expected to carry out a detailed handover with the Night Senior Care Worker, including any relevant Service User information, non-completion of records and Daily Cleaning Duties.

The Day Senior Care Worker is required to undertake a comprehensive money handover at the beginning and end of every shift in the presence of the Night Senior Care Worker and to take responsibility for any inaccuracies.

The Day Senior Care Worker will work under the guidance of the Care Manager/Deputy who will provide ongoing training and support as required.

The Day Senior Care Worker is expected to complete all appropriate records accurately and legibly.

In an emergency situation the Day Senior Care Worker should inform the Manager or On-Call as appropriate.

The Day Senior Care is responsible for the allocation of breaks, however in the case of an emergency all staff on duty, whether or not on breaks, will be expected to provide assistance when required.

The Day Senior Care Support Worker is responsible for the allocation of Day Care Support Worker to escort a Service User to hospital if emergency intervention is needed during the day.

## **Service User Care**

Ensure that each Service User is in receipt of an up to date care plan which accurately reflects the Service Users current needs and has been formulated in conjunction with the Service User, based on his/her choices and decisions and following Jaffray Care's philosophy of care and Jaffray Care's Individual Care Plan Package.

To co-ordinate and carry out all care/support interventions as detailed on the Service User's personal care plan documentation.

To be responsible for making decisions on specific aspects of the care provided to Service Users within limits agreed by the Care Manager.

Ensure that each Service User has a named 'Co Worker/s'.

To become the Key Worker for one Service User residing in the home

Ensure that each Service User has a range of day care and evening activities appropriate to individual needs or choices.

To become part of the team involved in delivering a quality care service, you will require:-

- Commitment and flexibility
- Trustworthy and empathetic personality
- Willingness to learn
- The ability to work as part of a team
- Common Sense

In return Jaffray Care will offer you:-

- A pleasant, homely working environment
- The opportunity to realise new ideas
- The opportunity for career development
- An attractive salary and pension plan
- A valued role

As a Senior Care Support Worker, you may find that challenging decisions or requirements come as part of the package but there is a strong support network within the team to help you cope and guide you towards the correct action to take.

You will be able to participate in and help identify and develop activities, both personal and professional and benefit from the satisfaction of knowing that you have helped to enhance the quality of someone else's life.

As well as knowing that what we do is making a positive difference to people's lives, you will receive fair pay and have access to a wide range of rewards and benefits as one of our employees.

## **Health and Safety at Work**

You are required to take reasonable care for health and safety at work of yourself and other persons who may be affected by your acts or omissions at work and to co-operate with Jaffray Care in adherence to Statutory Departmental Safety Regulations.

You will be expected to practice safely and adhere to all Covid- 19 Government guidelines and Jaffray Cares own Covid -19 policies.

This job profile is a summary of the responsibilities and is not an exhaustive list of duties or tasks. It will be reviewed with the post holder from time to time as a contribution towards staff development.

Welcome to our Charity!