

# Job description for Senior Carer

May 25



Bernhard Baron  
Care Home  
*Care Amongst Friends*

**Accountable to: Care Manager and Senior Care practitioners**

## **Aim of Homes:**

To help Residents enjoy life to the fullest, providing peace of mind and a sense of security in familiar surroundings during their later years. This is the Residents' home, and this must always be remembered.

## **Purpose of the Position:**

At BBCH, we pride ourselves on providing the highest standards of care in a clean, safe, and stimulating environment. The care team is central to this mission, ensuring we offer personalised care that promotes independence, well-being, and comfort for all Residents. Treating Residents as individuals and promoting their independence is paramount.

## **Senior Carer Duties:**

As a Senior Carer, you will organise and supervise the daily routines of the care staff. Central to every member of staff's role is to assist the team in their duties, both within the care team and with other members of staff. Residents will defer to you as the senior, and you will set an example for all members of staff. You will treat everyone with equality and fairness in decision-making and seek advice from appropriate persons when necessary. Specific duties within the care team include:

- **Personalised Care:** Help Residents with daily living tasks, promoting independence, choice, and individuality.
- **Key Worker Role:** Be a Key Worker to a named group of Residents, ensuring their personalised care plans are followed.
- **Personal Care:** Assist Residents with all personal care requirements, ensuring dignity and respect.
- **Total Care:** Provide comprehensive care and carry out duties as instructed by Senior Staff or members of the Primary Health Care Team (GPs and Nurses).

As a Senior Carer, you will also be responsible for:

- **Medication Administration:** Administering and signing for medication at prescribed times and completing medication audits
- **Care Planning:** Ensuring care plans are kept up to date, including daily notes, completing assessments and incident forms using digital systems and care planning.
- **Safety and Security:** Securing the Homes in the evening and communicating with colleagues and management about any issues that may arise. You are the most senior person in the Homes when there is no manager on duty, and you will take responsibility for the Homes in the event of a fire or other emergency.

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- **Leadership:** Setting an example to all members of staff and assisting in their personal development. This includes arriving at the Homes with sufficient time to get changed and be completely prepared for the shift at the starting time.
- **Expertise:** Taking on a 'Lead' role in your designated area of expertise. Keep updated on your own knowledge and educate others in this area.
- **Training and Compliance:** Embracing training opportunities and passing down the importance of policies and procedures to the team, ensuring compliance with CQC standards.

This is not intended to be a comprehensive list of your duties, and you may be asked to perform any reasonable duty which helps the Homes achieve its aims. There is no such thing as "this is not my job."

### Personal:

Your personal presentation is important, so we have summarised some key points:

- Take care of your appearance.
- Wear uniform as required, flat suitable shoes, no jewellery (with the exception of wedding rings), minimal makeup, and neat, tidy hair tied back if long.
- Use protective clothing provided for certain duties in the care area.
- Understand the importance of keeping fit and healthy.
- Promote a high standard of personal hygiene and behaviour, working well with other staff in our care team.

### General:

Care is provided 24 hours a day, 365 days a year, so you will be required to attend on weekends or bank holidays. You will always have four days off each fortnight.

- Participate in the Home's fund-raising activities such as the Summer Fayre and Coffee Mornings. If these fall outside normal working hours, you are still expected to actively participate (no more than 3 times a year).
- Ensure the highest Health and Safety standards are maintained at all times for yourself, the Residents, and other staff or visitors.
- Stay motivated, attend staff meetings, training courses, and supervisions as required.
- Comply with all Home's policies and procedures. Be polite and courteous to Residents, relatives, colleagues, and visitors to the Homes.
- Take on any task reasonably requested, whether it fits into your job description or not. Be prepared to give a little more than is always required.

### Hours:

You will be expected to work 35 hours a week spread over 5 days on a rota, including weekends and bank holidays. You will be provided with a fixed rota, though this may change from time to time as staffing requirements change.

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You are expected to report for duty 10 minutes before the specified time, in a fit condition to carry out all required duties.

### Knowledge and experience:

Experience of working in a care home or similar environment	essential
Understanding of Person-Centred care	essential
An awareness of CQC regulations	essential
Experience of working with Residents with dementia	desirable

### Skills and attributes:

Willingness to take and complete the care certificate within 12 weeks	essential
NVQ2 or similar	essential
NVQ3 or similar	desirable
Ability to work effectively with diverse groups and different staff teams	essential
Effective communication skills, verbal and written	essential
Planning, admin and organisational skills with ability to prioritise workload effectively	essential
Affinity with IT systems	desirable
Understanding issues of confidentiality	essential
Understanding and awareness of the needs of the elderly.	essential

We offer:

- 50% enhancements on weekends and bank holidays
- free training and paid training time
- 10% pension contribution by the employer
- free coffee, tea and meals
- paid breaks
- Candidates expected to possess an NVQ3 or a willingness to work towards it.

Rate of pay £14.47ph