**EOTHEN HOMES LIMITED**

**JOB DESCRIPTION**

**Senior Carer**

A warm loving person who is inspirational and passionate about quality dementia care and capturing positive moments.

**ACCOUNTABLE TO:** Home Manager

**REPORTING DIRECTLY TO:** Team Leader/Senior Team Leader

**JOB SUMMARY**

As Senior Carer you will be expected to demonstrate and promote attitudes and beliefs consistent with being person centred. You ensure meaningful occupation is consistent to enhance the wellbeing of the people living at the home. You will be required to communicate openly and regularly through meetings, one to one supervisions, supporting the full team to deliver high standards of person centred care.

**RESPONSIBILITIES AND DUTIES**

1. To facilitate the model of dementia care in terms of the environment, the mealtime experience and being occupied meaningfully.
2. To lead by example and motivate the team each day merging personal care with quality of life.
3. To ensure meaningful occupation is implemented on a daily basis.
4. To make time to observe in key living areas the levels of occupation, specific individuals needing support in the next hour etc.
5. To ensure the rooms and corridors reflect the individuals living in the households.
6. To focus on a person centred approach whilst maintaining Eothens policies and procedures.
7. To develop individual care plans and life histories for each resident.
8. To promote individual wellbeing by identifying changes reporting to the Team Leader.
9. To support families, friends and supporters of people experiencing a dementia, balancing this with the promotion of a person centred approach to individuals offering guidance as needed.
10. To effectively and concisely maintain care records that emphasise, and can be measured as delivering, a person centred approach on a daily basis.
11. To review care plans and maintain accurate daily records.
12. To participate in resident reviews in collaboration with the senior team.
13. To be responsible for administering medication and assisting with delivery of care.
14. To respect residents' beliefs and values, and to assist in arranging visits to places of worship, and visits of clergy to the home.
15. To plan and organise social events in conjunction with the staff team reflecting the individual interests of the residents.
16. To assist with the provision of a high standard of care for those residents approaching the end of life ensuring that they and their family’s wishes are carried out.
17. To assist the Team Leaders in events as and when they occur i.e. death, emergency, accidents etc. and to accompany health care professionals.
18. To be able to communicate effectively both written and verbally, including writing in residents files ensuring accurate messages and facts are documented.
19. To deal with complaints promptly and efficiently reporting to the Team Leader. You may need to defuse any issues as they arise wherever possible.
20. To maintain confidentiality and discretion in communicating personal matters to staff, families, professionals and people living in the home.
21. To participate in any training and implement learning which develops one’s own emotional self-awareness and a person centred approach towards others.
22. To carry out such other duties as may be reasonably required by the Home Manager.

**HEALTH & SAFETY ROLES & RESPONSIBILITIES:**

Employees have a statutory duty to take reasonable care for themselves and others who may be affected by their acts or omissions at work. Employees must also comply with Eothen’s health and safety arrangements.

**ADDITIONAL DUTIES:**

It is in the nature of the work of Eothen that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are therefore expected to undertake work which may not be specifically covered in the job description. These additional duties will normally be compatible with the regular responsibilities and duties. If the additional responsibility or duty becomes a regular or frequent part of the staff member’s job, it will be included in the job description in consultation with the member of staff.

**PEOPLE COME FIRST, TASKS COME LAST.**

On appointment: Accepted and agreed by Employee

Signed ……………………………………………….. Date ………………….