

## **JOB DESCRIPTION**

**Job Title:**

**Senior Care Worker (Casual/Relief)**

**Project and Location:**

Kirk House, 110 Kings Road, Belfast, BT5 7BX

**Main Purpose of Job:**

Assisting the Manager with the day-to-day organisation and management of Kirk House, staff, resources, and the provision of individual care to residents and to take full responsibility for the same in the absence of the Manager, ensuring continued high standards of care and following practices already laid down by the Manager.

**Relationships:**

Responsible to: The Manager, Kirk House  
Responsible for: Care Workers

**Main Tasks of Job:**

**General Management**

- To assist the Manager in the smooth day-to-day running of Kirk House in accordance with the Residential Care Homes Regulations (NI) 2005, the RQIA Regulations and BCM's Policies and Procedures.
- To undertake such management/administrative tasks as may be delegated by the Manager.
- In the absence of the Manager, to meet with the Director of Social Work/Service Manager and report on all matters concerning the care of the residents and the running and conditions of Kirk House and its grounds.
- To help create a relaxed and homely environment which maximises the individual residents' opportunities for self-determination.
- To attend meetings and conferences as requested, in relation to the residents and the running of Kirk House.
- Following the agreed procedures, to take responsibility for the correct custody, control and administering of medication when appropriate.
- To help ensure high standards, continuity and efficient running and maintenance in the following areas :-
  - a. the domestic character of Kirk House, e.g. cleanliness and tidiness.
  - b. the physical character of Kirk House, i.e. grounds, equipment and building, ensuring repairs are carried out as necessary.
  - c. established emergency procedures e.g. fire.
  - d. security of Kirk House and all keys.
  - e. quality of service ensuring assistance to residents as necessary in bathing, dressing, feeding, toileting and care of clothing.
  - f. adequate staff cover including managerial cover at all times.

- To share oversight of menus and the preparation and serving of food.
- To adhere to satisfactory standards of hygiene and ensure they are acceptable to environmental health.
- To observe BCM's policy in relation to Health and Safety legislation ensuring that staff and residents do likewise and to report to the Manager, any matters of concern regarding this.
- To liaise with other agencies, voluntary groups and individuals in the community to maximise opportunities for residents to socialise and take part in activities in their local community.
- To undertake sleep-in duties as required.
- In agreement with the Manager, to delegate tasks as appropriate, ensuring they are satisfactorily performed.
- To maintain confidentiality at all times.
- In the absence of other staff to assist in the kitchen, laundry or other areas of Kirk House, or as may be required by the Manager.
- To promote and maintain the good name of Kirk House.

### **Residents**

- To actively take part in the daily care of residents. Providing personal care when necessary in areas such as bathing, dressing, toileting, personal hygiene and other personal requirements, and in so doing maintain high standards of personalised care.
- To assist with the transportation of food to dining rooms and in the serving of meals.
- To be available to offer advice, guidance and counselling to residents as required.
- To ensure that residents are given the opportunity to enhance their quality of life and to make recommendations to the Manager of any changes in practice which may compliment this.
- To ensure, upon admission to Kirk House, that residents retain their citizen rights and to safeguard these rights and help residents exercise them.
- To encourage the residents in the taking of decisions in all matters which affect their lives.
- To ensure that the needs and wishes of all residents are ascertained, respected and met wherever possible, particularly bearing in mind ethnic, religious and cultural factors.
- To protect residents' rights and choices from institutional practices and regimes which emphasise administrative convenience.
- To ensure and encourage continuity for residents in terms of maintaining links with their former life.
- To participate in the assessment, selection and admission procedures for new residents as described in BCM's policy.
- To be actively involved in ensuring that care programmes for individuals are developed in agreement with the elderly person in order to meet their physical, intellectual, emotional, social and spiritual need. That such programmes are properly recorded and regularly evaluated through the operation of a review system involving appropriate management and other relevant professionals.
- To ensure that the needs of the residents for independence, privacy and dignity are respected and met.
- To encourage and maintain contact with residents' relatives and respond to enquiries concerning the welfare of residents.
- To maintain proper liaison with other professionals involved in the care of residents and enabling residents to have access to all health and welfare services.

- To promote resident participation in the running of Kirk House and to attend resident meetings when invited.
- To organise and be involved in group activities as appropriate and develop meaningful relationships with the residents.
- To ensure that the needs of the residents are paramount.

### **Staffing**

- To offer consultation and supervision to staff in their day-to-day tasks and lead by example.
- To assist in the supervision of staff and in the regular evaluation of their performance and to facilitate their professional development.
- To participate in a formal annual staff appraisal.
- To participate in, or contribute to, programmes of training as may be required.
- To effectively participate in staff meetings, care meetings etc.
- To facilitate the practice and development of the Key Worker System and help ensure that there is regular personal counselling for individuals if desired.
- To help promote and maintain staff morale and team work.
- To assist in the placement and supervision of students or any other staff who may be seconded for observation or training.
- To work alongside and support where relevant and appropriate, the work and role of volunteers in BCM.

### **Administration**

- To assist in maintaining efficient administrative systems for the smooth day-to-day running of Kirk House, ensuring that all statutory and required records are completed and kept in a safe place at all times.
- To assist in maintaining stock and inventory procedures.
- To assist in ensuring adequate and safe management and control of financial transactions.
- To follow laid down practice and procedures in relation to monies, valuables and personal items belonging to residents.
- To have a working knowledge of the operation of the complaints procedure for residents.
- In the absence of the Manager, to handle correspondence and attend multi-disciplinary meetings.
- To assist in ensuring that residents files are maintained, kept in a safe place and that reports are produced as required.
- To help ensure that accurate records of reviews are made and forwarded.

### **Other Duties**

- To undertake any other duties which may be reasonably required by the Manager and which fall within the sphere of the post.

This Job Description is intended to give you an indication of the main duties involved but is not meant to be an exhaustive list.

## **GENERAL TERMS AND CONDITIONS**

Duration: Casual/Relief

Hours: As and when required

Salary: £9.73 per hour

Access NI: This post requires that a check must be carried out under the requirements of Access NI Enhanced Disclosure. This will involve a full criminal records check which will show spent and unspent convictions.

*If you require more details regarding the conditions of employment you will be given the opportunity at interview to discuss these and other matters.*

# **PERSON SPECIFICATION**

## **Essential**

## **Desirable**

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<b>Qualifications &amp; Attainments</b>	<ul style="list-style-type: none"><li>• QCF (Level 3) Health and Social Care or about to complete <u>OR</u> equivalent qualification <u>OR</u> have a first level Nursing Qualification.</li><li>• Registration with NISCC, or in the process of registration with NISCC.</li></ul>	
<b>Relevant Experience</b>	<ul style="list-style-type: none"><li>• Evidence of a range and depth of experience in Caring for the Elderly in a residential/nursing setting.</li></ul>	<ul style="list-style-type: none"><li>• Management experience at senior level either temporary or permanent.</li></ul>
<b>Special Attributes</b>	<ul style="list-style-type: none"><li>• Evidence of an ability to work within a team.</li><li>• Effective communication skills.</li><li>• Able to use own initiative, as appropriate.</li><li>• Ability to be flexible.</li></ul>	
<b>General</b>	<ul style="list-style-type: none"><li>• Good standard of spoken/written English</li></ul>	
<b>Disposition</b>	<ul style="list-style-type: none"><li>• Caring, professional approach to working with the elderly.</li></ul>	
<b>Circumstances</b>	<ul style="list-style-type: none"><li>• Prepared to work on a rota basis including weekend duties.</li><li>• Prepared to undertake sleep-in duties as per the rota.</li></ul>	