

THE TROC

JOB DESCRIPTION

JOB TITLE

SENIOR CARE

RESPONSIBLE TO

HOME MANAGER

AIMS OF THE POSITION

1. The team leader will work alongside the manager to provide a high level of clinical care to all service users during the time they are on duty.
2. To actively participate and supervise other members of staff in meeting the personal needs of service users in such a way as to respect the dignity of the individual and to promote independence.
3. To ensure all records and documentation relating to each service user is accurate, up to date and fully completed.
4. To communicate effectively with other members of the team, any changes to service users condition and to ensure appropriate action is taken
5. To actively participate with other members of staff, in meeting the social needs, nutritional needs and prescribed treatment of the service users.
6. To help in the care of the service users' physical environment and in the general day to day activities of the home.

TEAM LEADER RESPONSIBILITIES

1. To be responsible for the correct ordering, checking in and administration of medicines with due regard to procedures.
2. To be responsible for the correct application of procedure in emergencies.
3. Ensure that good working practices are always adhered to by all staff during their working hours
4. To report any areas where best practice can be improved for individual service users
5. To be responsible for the correct keeping of all documentation i.e. Care plans, charts, accident forms etc.
6. To participate and supervise other members of staff and identify any training needs. To be responsible for handing over, where appropriate to oncoming staff in an informative manner.
7. To be responsible for handing over, where appropriate to on coming staff in an informative manner.
8. Deal with service users visitors in a responsible manner.
9. Any other duties arising concerning both the welfare of the service users and the smooth running of the home as are deemed necessary and appropriate by the manager.

CARE RESPONSIBILITIES

1. To assist service users who need help with dressing, undressing, toileting, bathing and feeding.
2. To provide adequate and appropriate care for service users confined to bed.
3. To take appropriate levels of care when handling property belonging to service users
4. To help service users who have mobility problems and other physical disabilities. To assist in the use, maintenance and care of personal aids and equipment.

5. To promote the mental and physical well being of service users through talking to them, taking them out, sharing with in activities such as reading, writing, hobbies and recreation.
6. To ensure that unnecessary damage to the building and contents is not caused by careless movement of service users property – wheelchairs etc.
7. To make and change beds, empty commodes, and tidy rooms and undertake designated cleaning duties.
8. To inspect and launder service users; clothing when necessary
9. To assist in the setting of tables and trays, preparing, serving and clearing away meals
10. To answer emergency bells, the doors and the telephone and greet visitors.
11. To read reports, take part in staff and service users' meetings and in training activities as directed.
12. To make written observation of the service user
13. To attend mandatory training courses relevant to the position as directed by the manager.
14. To undertake such other duties as may be mutually determine from time to time.

All staff are required to

1. Show courtesy and respect to residents, visitors and colleagues at all times
2. Maintain confidentiality at all times
3. Report any untoward incidents to the Manager or Person in Charge on duty, including illness of a resident or staff colleague and any incidents relating to adult protection.
4. Be aware of, and at all times comply with, the company policies and procedures, with special regard for Fire Safety, Health and Safety management of records.
5. Promote the Home in a positive manner
6. Attend training sessions and staff meetings

I _____ have read and understood my Job Description and agree to be bound by its contents. I understand that any deviation or malpractice which conflicts with m Job Description may lead to disciplinary action.

Signed

Date

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