

Thorngate Living

Russell Churcher Court

Job Description – Senior Care Assistant

Title	Senior Care Assistant
Supervised by	Care Manager
Reports to	Registered Manager, Russell Churcher Court
Based at	Russell Churcher Court
Hours of work	24.5 hours per week with the opportunity for additional hours/shifts. Bank holiday, weekend and night working is according to rota planned 2-3 weeks in advance.

Job Purpose

- Residents' welfare and care.
- The supervision of junior staff.
- Management of Russell Churcher Court in the absence of the Registered Manager and/or Care Manager.

Key responsibilities

1. Promote and encourage the individuality, independence, self-respect and dignity of residents.
2. Encourage and assist residents to participate in decisions concerning planning of their care.
3. Ensure all care given is based upon the individual care assessment for each resident and that the care plan is administered to the highest standard.
4. Maintain accurate and informative daily records for all residents.
5. Maintain accurate and up-to-date care plans, reviewing them regularly with particular regard to the emotional, physical, social and spiritual needs of the resident.
6. Develop and maintain good relationships with residents' relatives, as well as with outside organisations and professional colleagues.
7. Undertake general observation and accurate reporting, both verbal and written, of residents' physical, emotional, social progress or deterioration.
8. Involvement, where appropriate, in resident reviews.
9. When working nights, checking residents regularly throughout the night, ensuring their wellbeing and safety
10. Assist in the organising and facilitation of resident entertainment, inside and outside Russell Churcher Court.
11. Ensure the safe storage, documentation and administration of medication is carried out in accordance with current guidelines and training.
12. Ensure full compliance with all Health and Safety regulations, including those relating to cleaning materials within COSHH Regulations 1994.
13. Inform promptly the Manager of any serious illness, accident or defects within the premises and complete appropriate records.

The purpose of this job description is to focus attention on the most important aspects of the job-holder's role. It is not intended to be a complete list of the duties; therefore it is to be expected that the day to day performance of the job will include tasks not listed above. The list of duties for which the job-holder is responsible may reasonably be varied or added to at the discretion of the Trust. Thorngate Churcher Trust is an equal opportunity employer and welcomes applications from suitably qualified people from all sections of the community.



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