

## JOB DESCRIPTION

<b>Job Title:</b>	<b><i>Senior Care Assistant (Nights)</i></b>
<b>Location:</b>	<b><i>Lawnfield House, 5 King Street, Newcastle, BT33 0HD</i></b>
<b>Council:</b>	<b><i>Council for Social Witness (Disability Services Committee)</i></b>
<b>Hourly Rate:</b>	<b><i>£13.03 per hour, £13.13 with NVQ/QCF Level 5 in Health and Social Care</i></b>
<b>Hours:</b>	<b><i>37 hours per week (Part time hours may be considered)</i></b>
<b>Responsible to:</b>	<b><i>The Home Manager</i></b>
<b>Main function:</b>	<b><i>To be responsible, through management and staff leadership, for promoting and ensuring the highest standards of care, in compliance with statutory requirements to meet the physical, social, emotional and spiritual needs of the residents with the Christian ethos of the Presbyterian Church In Ireland.</i></b>

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### **Background Information**

The Council for Social Witness (Disability Services Committee) is part of the work and witness of the Presbyterian Church in Ireland and its aim is to provide care for residents / service users in a specifically Christian ethos and environment, placing great emphasis on offering spiritual support and encouragement to residents, as well as physical care.

Lawnfield House is registered with the RQIA to provide residential respite care for up to 20 residents who may have a learning disability; a physical disability; a sensory impairment, or may be an older person.

The Home operates a No Smoking Policy.

### **DUTIES**

#### **Service Users**

1. To ensure that all work within the scheme is service user focused and upholds the principles of respect, privacy, dignity, fulfilment, independence and choice.
2. To orientate new service users to the home and the local community, including introduction to neighbours as appropriate.
3. To plan, develop and implement individual person centred programmes of support and care.
4. To assess service users' needs on a regular and systematic basis through the completion of suitable assessment tools.

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5. To participate in monitoring and reviewing individual service user's skills and needs.
6. To participate in supporting the physical and personal needs of service users.
7. To ensure that medication is held, stored and administered in accordance with The Presbyterian Church in Ireland Medication Policy.
8. To assist with the organisation and preparation of review meetings.
9. To liaise with all other appropriate persons involved in the programme of care of service users.
10. To ensure service users' opinions and suggestions are listened to and their personal problems dealt with in a sensitive manner.
11. To provide practical care where appropriate for service users who may be ill.
12. To ensure a range of activities/outings is delivered to residents.

### **Staff**

1. In the absence of the Registered Manager, to take responsibility for the day to day running of the home.
2. To plan and organise staff duty rotas on a weekly basis for the Support team.
3. To work with the Support Team to ensure objectives and methods of work with each service user for the coming week are understood.
4. To facilitate and assess staff working to NISCC induction standards and ensure individual requirements are being met.
5. To facilitate effective communication processes.
6. To supervise staff on a formal basis and provide input to staff performance appraisals and staff personal development profiles.

### **Administration**

1. To maintain and ensure that daily records of service provision are maintained within Service User files.
2. To write up evaluation of care interventions and reviews of individual Service Users' progress.
3. To report any changes in, or concerns about, individual service users to the Registered Manager.
4. To take responsibility for receiving and receipting all service user monies and monitoring petty cash expenditure as applicable following the identified procedure.
5. To be familiar with all Policies and Procedures and to deliver services in compliance with PCI.
6. To ensure a sustainable service through the delivery of support to individuals as per

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contractual arrangement.

**Meetings and Training**

1. To attend Senior Care Assistant meetings and general staff meetings with the Registered Manager to review and plan work.
2. To attend individual supervision meetings with the Registered Manager.
3. To participate in in-service mandatory training.
4. To facilitate NISCC and in-house Induction training for new staff.
5. To develop knowledge and expertise in requirements to meet regulatory standards.
6. To develop knowledge and expertise on the effects of Learning and physical, sensory disability, older people, and any other condition pertaining to the service users.

**Accommodation / Health and Safety**

1. To be aware of and act in accordance with The Presbyterian Church in Ireland Health and Safety Policy.
2. To be aware of and act in accordance with The Presbyterian Church in Ireland Safeguarding Policies.
3. To conduct all activities in a manner which is safe to themselves and others.
4. To carry out health and safety monitoring checklists as indicated including the risk assessment and will report on complaints and adverse incidents.
5. To report the need for repairs or maintenance in the accommodation to the appropriate agency/individual.
6. To delegate maintenance and repair work which is the responsibility of the Presbyterian Church in Ireland and follow up that which is the responsibility of outside agencies.
7. To participate in cleaning as required to ensure agreed standards are maintained.

**General**

1. To carry out other duties commensurate with the post.