

JOB DESCRIPTION AND PARTICULARS OF APPOINTMENT

- Job Title: Senior Care Assistant
- Post Number: P12318
- Grade and SCP: Grade 7
- Directorate: People

Where your role fits at Shropshire Council

At Shropshire our priority is to be a 'best value' authority that delivers, enables, and influences for Shropshire and its residents by:

- Being financially stable and sustainable
- Having clear priorities and purpose
- Supporting and enabling our workforce to excel

Recognising the challenge across local government today. This starts with our Improvement Plan to address immediate challenges, while ensuring a focus on the future and how the Council will need to look, feel, and operate to best serve the needs of the county and its residents, and being aware of changes in national policy.

Our Shropshire values: PROUD

- Partnerships
- Respect
- Opportunities
- Understanding
- can Do

Aim to unify the workforce, support transformation, improve trust, and build a modern, sustainable Council.

As a member of the Four Rivers Nursing Home within Adult Services, you will support the achievement of these key priorities, making a real difference to the lives of people in Shropshire.

Four Rivers is a 40 bedded nursing home located in the historic town of Ludlow. It is built under private finance initiative to provide quality care to its residents. The home is divided into Four suites named after local Rivers: Corve, Clun, Onny and Teme. Corve Suite is dedicated to the care of residents with mental health needs while the other suites cater for clients with nursing needs.



Overview of your role

The successful candidate will work under the supervision of the nurse or senior on duty to meet the needs of the clients in their care. Tasks will include the administration of medication, supervision of junior staff, arranging appointments and managing and organising the shift.

It will require working in partnership with other external professionals including GP's, Speech and Language Therapists, mental health nurses, physiotherapists and social workers.

Who will your manager be and what will you be responsible for?

You will be:

- reporting to **Nursing Home Manager** who is in turn responsible for your health and safety, training and development.
- responsible and accountable for **care assistants**, acting in a supervisory/managerial capacity, monitoring performance, supporting development and undertaking annual appraisals.
- expected to lead and/or contribute to a range of projects and build relations with both internal and external partners in order achieve specified outcomes but will not have direct authority over those involved.
- Responsible for preparing responses in line with Shropshire Council's corporate processes and national/regulatory/statutory processes (e.g. complaints, MP enquiries, Information Governance requests, customer enquiries, media enquiries, HR staff investigations etc..). These responses should be in line with the quality and timescale expectations set out within Shropshire Council's published procedures and/or case allocation emails and discussions.
- Responsible for completing within expected timescales all mandatory corporate and role specific training. Training requirements will be detailed in your corporate induction and Performance Development Review (PDR). Courses are accessed via the council Learning Management System via the Intranet.

What will you be doing?

- Safely administering, record and monitor effectiveness of medication to clients.
- Ensure stock items under your control are ordered and available.
- Supervise junior staff and ensure the delivery of high quality care to clients.
- Through working with clients and their families undertake thorough assessment, planning, implementation and evaluation of care plans.
- Undertake risk assessments in line with service policy and procedure.
- Develop good working relationships with clients and their families and be responsive to individual needs. This may require dealing with minor concerns or complaints.



- Communicate effectively with colleagues and stakeholders to ensure client's needs are met and changes recognised. This will require excellent verbal and written communication.
- Organise shift and prioritise tasks according to need.
- Arrange input from other health care professionals such as GP, Tissue viability, Speech and language and physiotherapists.
- Record baseline observations such as Blood pressure, Temperature, pulse, BM and report changes to senior staff.
- Be aware of and report any concerns in care of client in line with adult protection policy.
- Organise transport for client appointments.
- Know the health and safety policies and procedures within the workplace including fire, monitoring and maintaining equipment.
- Clinical tasks following appropriate training and competency checks.

The above duties are an illustrative outline and are not an exhaustive list. You will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

What we expect of you

You will:

- adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Personal Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,
- work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.

What are your conditions of Service

The conditions of service are those laid down by Shropshire Council, which have been



adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.

You will be based at Four Rivers Nursing Home, Ludlow

Your post is subject to the following:

- The post is Casual
- Casual work will be on an 'as and when' required basis and the working pattern will be determined by the needs of the service and your availability

This post carries eligibility to join the Local Government Pension Scheme. Information about this will be sent with any formal offer of appointment.

Annual leave entitlement is as follows: In accordance with the working time directive, you will accrue an entitlement to annual leave, in direct proportion to the hours you work, with effect from appointment.

Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the rate of 55 pence per mile.

What pre-employment checks will we undertake?

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an **Enhanced Disclosure** from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once appointed, the successful applicant(s) will also be required to apply for an Enhanced Disclosure at pre-determined intervals during the course of their employment whilst in this post.

