

Company Name: ELM LODGE

Policy No: 01-1302	Authorised:	Date: 29.9.2016
<b>JOB DESCRIPTION - SENIOR CARE ASSISTANT</b>		

JOB TITLE: Senior Care Assistant

ACCOUNTABLE TO: Proprietor / Manager

RESPONSIBILITIES:

1. To ensure that appropriate individual care is given to each service user, in accordance with the Care Plans.
2. To help service users with problems of mobility and other physical disabilities (e.g. incontinence), helping with the use of disability aids and caring for the same, where appropriate.
3. To help with the organisation of social activities, and to participate in them to help promote service users' esteem and physical and mental well-being. To accompany service users on community visits where required and as duty rotas permit.
4. To monitor service users' nutritional and dietary requirements
5. To help with the setting up of the dining room / meal trays in readiness for meal-times.
6. To help serve food, assisting service users with eating and drinking as required. To prepare light meals and snacks if required, liaising with kitchen staff as necessary.
7. To help clear up the dining room after meals, ensuring all dirty cutlery, crockery etc are returned to the kitchen.
8. To help make and change beds, and assist with light domestic duties such as tidying rooms, dusting, polishing, cleaning windows (internal surfaces) and emptying commodes as may be required.
9. To care for service users who may be temporarily sick or needing special care procedures.
10. To monitor service users' conditions, and report any changes to Senior Care Staff as necessary.
11. To assist Senior Care Staff in the administration, control and storage of medicines. To monitor and record medicine refrigerator temperatures, and report any adverse temperature variances which may affect the efficacy of medication stored within to the Senior Care Staff.
12. To monitor the performance of Care Assistants, ensuring that all tasks are satisfactorily completed.
13. To help maintain a safe and healthy environment in the Home with due regard to appropriate Food Hygiene and Health & Safety Regulations. To report all accidents to Senior Care Staff.
14. To read and write reports, and to participate in staff and service users' meetings as appropriate.
15. To participate in training activities / course, as directed by senior staff.
16. To assist with End-of-Life Care for service users who are terminally ill.
17. To undertake other duties, as necessary.

**SIGNATORIES:**

Job Holder: \_\_\_\_\_  
(Name) (Signature) (Date)

Manager: \_\_\_\_\_  
(Name) (Signature) (Date)