

Job Description

Job Title:
Your name:
Your place of work:

Senior Care Assistant

Pilgrims' Friend Society is a Registered Charity which has been providing Christian care and support for over 200 years. Our Christian ethos remains central to everything we plan and do, and all our senior staff are committed Christians.

It is a fundamental principle of Pilgrims' Friend Society that your workplace should be an expression of committed Christian care. It is expected that all staff will commit to avoiding doing anything whilst at work that would undermine this expression and ethos.

We have a distinctive approach to living with people in our homes and schemes. We refer to the people who live with us as "family members" and our approach to care known as "The Way We Care" (TWWC) is highly person centred and values each person as precious and made in God's image.

We are seeking dedicated individuals who are passionate about providing holistic care and support to our family members at Pilgrims' Friend Society. As an integral part of our team, you will play a crucial role in ensuring the well-being and happiness of our family members. To uphold our mission and values, we expect all staff to embody TWWC in their daily responsibilities. We want to engage with the communities and churches around our homes to their benefit as we share our resources and to our benefit as we recruit volunteers who add so much to the quality of what we do. Below are the key expectations for this role:

1. The main purposes of your job are:
 - To provide supervisory cover for the home for short periods when members of the senior team are not available for duty. All Senior Care Assistants are expected to take a share of emergency senior cover, as requested by the manager
2. Where you fit into the team:

You are responsible to the Care Team Leader.

You are responsible for all care staff when you are on duty as Senior Care Assistant, and in the absence of a more senior member of staff.
3. Your main job duties are:
 1. Supervising all staff on the Care Team during your period of duty
 2. Arranging cover for staff who are absent through sickness, etc
 3. Implement approved personal Care Plans and regularly monitor the condition of family members, responding to observed changes and treatments being administered. Including:
 - a. providing appropriate levels of nutrition especially in the area of fortified or modified diets to prevent choking when a person is suffering from dysphagia,

and malnutrition (as measured against the MUST tool). Administer PEG feeds if required to do so

- b. hydration to ensure those at high risk of dehydration have sufficient fluids which are recorded on a fluid chart
 - c. pressure areas to avoid pressure ulcers, and apply dressings when delegated by the district nurse
 - d. vital signs e.g. blood pressure, blood sugar levels
4. Supervising the care and well-being of service users. This includes hands-on personal care when required
 5. Administering medications to family members in accordance with the medications policy
 6. Embrace the values of TWWC, recognising the importance of treating every family member as an individual and prioritising their unique needs and preferences with a compassionate approach
 7. Calling GP or emergency services, should the need arise
 8. Provide holistic end of life care with a focus on spiritual and emotional well-being, adhering to our whole person approach philosophy, and demonstrating excellence and compassion in every aspect of the care provided. By incorporating compassion, we strive to create a nurturing and empathetic environment where family members feel valued, supported, and truly cared for. This includes meeting all personal care needs and managing physical symptoms: administering medication as prescribed by the GP; monitoring a syringe driver under the supervision of the district nurse
 9. Giving a hand-over report to the next shift
 10. Taking responsibility for Health, Safety and Security while you are on duty
 11. Answering the telephone in a professional manner and taking messages as required
 12. Welcoming visitors to the scheme and dealing with any routine enquiries they may have in a friendly and professional manner
 13. Dealing with service user or staff complaints, informing the manager when appropriate
 14. Taking responsibility for delivery of supplies if required while you are on duty
 15. Contacting the senior person on call with any urgent matters that arise
 16. Assisting the manager in the development of staff by taking an active part in staff supervision meetings and training; leading training sessions when required
 17. Develop the role of Senior Care Assistant for the benefit of the whole scheme
 18. Actively engage in all aspects of home life, including supporting family members with various activities that enhance their quality of life which may include accompanying them to services or reading the Bible to them
 - a. Strive for excellence in supporting engaging events and activities that promote a sense of community among family members
 - b. Be transparent in your efforts, openly communicating the goals and benefits of these activities to the family members

General

19. Assist in providing a supportive environment that respects and celebrates the Christian beliefs and practices of our family members

20. All staff are expected to further their knowledge and development through attendance on courses thought to be appropriate by their manager or at training sessions provided or facilitated by Pilgrims' Friend Society
21. In addition to the duties and responsibilities listed, you are required to perform other duties assigned by your manager from time to time that are within your capabilities