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| Agincare Final Logo  **Job Description & Person Specification** | |
| **JOB TITLE:** | Senior Care Worker |
| **DEPARTMENT:** | Agincare UK Ltd |
| **REPORTING TO:** | Registered Manager |
| **Purpose** | |
| * To support the Registered Manager by reporting any concerns or issues that are relevant towards the Service User and the care that they receive. * To support the Field Care Supervisor to lead, motivate and supervise a team of care workers within a defined geographical area. * Through regular communication, review and continuous monitoring, ensure that a person-centred effective and high quality service is delivered to every service user, enabling them to remain safely in their own home with as much independence as possible. | |
| **DUTIES AND KEY RESPONSIBLITIES** | |
| 1. To understand the “VALUES” of Agincare (which are located within your branch). 2. To understand and promote the agreed ways of working complying with the Policies and Procedures laid out by Agincare, this is to include where to access all Policies and Procedures. 3. To have appropriate knowledge of the Care Act 2014, and associated Regulations along with other legislative and contractual requirements to deliver care safely and o the highest standards. 4. To understand and operate within the Mental Capacity Act 2005 for those service users unable to provide informed consent and operate in that persons best interests alongside Agincares assessments and information. 5. To positively promote the peoples’ right to choice and independence whilst ensuring that they are treated with the utmost respect, privacy and dignity at all times. This will include that the delivery of the care and support by the care worker team reflects the service user’s needs, desired outcomes, preferences and diversity, promoting their well-being and quality of life. 6. To report any concerns to your line manager relating to significant changes in the persons health and support needs. Also to report any untoward incidents or accidents to your line manager and handle these in accordance with Company policy and quality monitoring processes, this will include understanding the arrangements for ensuring that service users are safeguarded against the risk of abuse which includes but is not limited to the following……   • being confident to identify the potential for abuse and take appropriate preventative measures  • being confident to respond to allegations of abuse;  • to represent the Company by cooperating with, and working in partnership, with local authority safeguarding enquirers and attending any external and internal safeguarding investigation meetings, as required by your line manager.   1. To ensure that the care worker team assist people with use of care aids and equipment as per the care plan, moving and handling assessment and other risk assessments. 2. To ensure where equipment is provided as part of the care and support plan, it is safe and fit for purpose. 3. To report any observed faults, defects or damage to the premises, fixtures and fittings or equipment to your line manager, implementing an agreed plan of action. 4. To regularly assess the general standards of hygiene and cleanliness in accordance with planned care and support, identifying any risks of infection or contamination and reporting to the appropriate persons. 5. To undertake as required, individual service user care and support planning and formal reviews with the service user and all other involved parties. Use your knowledge and expertise of person centered care to ensure that the service user is able to meet their desired outcomes, in a safe though non risk adverse manner, promoting their independence at all times. 6. To undertake competency checks, supervisions and team meetings with the care worker team, this includes ensuring that colleagues are completing all documentation correctly keeping the information legible, accurate and detailed in line with Company policy and regulatory requirements, reporting those workers who do not meet acceptable performance levels so that they are managed accordingly. 7. To have knowledge and understanding of how equal opportunities, human rights and diversity are put into practice when planning and delivering the service. 8. To communicate openly, honestly and effectively with service users, carers and other professionals involved in their care and support needs and perform with integrity. 9. To ensure any changes to their personal circumstances, including any criminal proceedings being taken against them, any convictions and any changes to their health that may affect their ability to work are reported to their line manager. 10. To undertake training as required ensuring the post holder has the skills necessary to continuously deliver care of the highest standard. 11. To be part of the “on-call” rota to ensure that emergency support is provided as and when required – emergency support is provided on a 24 hour basis. 12. To participate and contribute to staff meetings as and when required 13. To perform any other lesser or comparable duties commensurate with the nature and level of the post as and when required. | |
| The purpose of this job description is to indicate the general level of responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility. By signing below you are agreeing to undertake your employment with Agincare in adherence with this job description.  **Confidentiality Agreement**  In the discharge of your duties you may often be in the possession of confidential or personal information. You must not disclose or discuss such information outside of your work, or within your place of work EXCEPT in the proper discharge of your duties.  Job Holder’s signature.........................................................    Date: ……………………………………………………….  Line Manager’s signature: ................................................    Date: .................................................................................... | |

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| **Person Specification including Competencies** | | | |
|  | **Essential** | **Desirable** | **Source of Criteria Evidence** |
| **Experience & Knowledge:** |  |  |  |
| An understanding of the health and social care sector and the provision of person centred care in the community | 🗸 |  | Application and interview |
| Previous experience in a Domiciliary Care / Social Care setting | 🗸 |  | Application, interview and references |
| Previous experience in a similar role |  | 🗸 | Application and interview |
| In-depth understanding of how rights, dignity, privacy, respect and choice are important when providing care and support | 🗸 |  | Interview and references |
| **Personal Qualities:** |  |  |  |
| Good level of self-motivation | 🗸 |  | Interview and references |
| Good organisational and planning skills | 🗸 |  | Interview and references |
| Have a caring, patient and reliable  nature | 🗸 |  | Interview and references |
| **Communication:** |  |  |  |
| Good level of written and spoken English | 🗸 |  | Application and interview |
| Excellent communication and customer service skills, at all levels | 🗸 |  | Application, interview and references |
| **Skills and Abilities:** |  |  |  |
| Work cooperatively and  professionally with colleagues, service users, carers and all others | 🗸 |  | Interview and references |
| Excellent coordination and management skills | 🗸 |  | Application, interview and references |
| Effectively manage your workload and that of others within agreed timescales | 🗸 |  | Interview and references |
| **Qualifications:** |  |  |  |
| Good level of general education |  | 🗸 | Interview and references |
| NVQ or other professional qualification in care. | 🗸 |  | Application and Interview |
| Ability to undertake compulsory three day induction training programme | 🗸 |  | Interview |
| **Other:** |  |  |  |
| Full, valid driving license and access to a suitable vehicle | 🗸 |  | Application and Interview |
| The legal right to work in the UK | 🗸 |  | Application and Interview |