



**Senior Care Assistant (Waking Nights)**

An exciting opportunity has arisen to join the team at Stichell House Residential Home in Hartlepool.

Set in the landscaped grounds of the beautiful Greatham estate, Stichell House is a modern residential home in an enviable location. We offer 35 en-suite bedrooms, in a purpose built, modern facility with outstanding levels of care.

Our Care Assistants play a critical part in delivering person-centred outcome-focussed care to maintain the health and wellbeing of our residents and empower them to have independence, autonomy, choice and control in their lives.

We recruit for attitude and are looking for people who are kind, caring and compassionate; who can ensure our residents are at the heart of everything we do and who also strive for excellence in care practices.

We have an Employee Assistance programme for all employees and their families. We offer manageable shifts, so staff are not always left tired and we have a commitment to providing the best training we can. Come and join the Stichell House family... a place to live, a place to love, a place to belong.

<b>Location:</b>	Based at Stichell House, Greatham, Hartlepool
<b>Hours:</b>	Average of 35 hours per week covering a rolling shift pattern. Mondays to Sundays (including Bank Holidays). A copy of the rota is included below.
<b>Responsible to:</b>	Registered Manager/Duty Manager
<b>Job Purpose:</b>	To provide high quality care and empower residents to have independence, autonomy, choice and control in their lives.
<b>Salary:</b>	£11.00 per hour
<b>Contract Period:</b>	Permanent

**Key responsibilities and duties**

- To ensure the overnight provision at Stichell House is safe, responsive to needs, caring, effective and is well led.
- To support the Manager and Duty Managers to lead Stichell House and ensure the effective management of the residential care service to residents at Stichell House. Within this, to work to ensure the civil rights, dignity, choices and as far as possible the independence of residents.
- To take on the role of Senior Care Assistant (Waking Nights) and carry out the role in accordance with the requirements of the Health and Social Care Act 2008 and the other associated regulations.
- To work as part of Stichell House senior team and supervise the night team.

## **Key Result Areas:**

### **Service Delivery and Registration**

- To maintain a system of care planning and review which meets the physical, social, emotional, and spiritual needs of each resident and to ensure that this system is supported by an effective recording system. This includes room documentation such as fluid balance charts, repositioning charts, and another associated documentation.
- To ensure that care practices accord with Hospital of God policies including the policies and rules contained within the employee handbook and to take appropriate in reporting any issues to the Manager or Duty Manager if they do not.
- To be aware of all pre-admission assessments carried out by the manager, ensuring the needs of prospective resident can be met.
- To be involved in the system for the protection of vulnerable adults.
- To maintain effective working relationships with officers of the local authority and health professionals who may visit the home from time to time.
- To receive complaints and concerns in accordance with the Hospital of God complaints policy.
- To be involved and ensure that there is a catering service that meets the dietary needs of residents and produces meals that are varied, nutritious and as far as possible accord with the choices of residents.
- To be involved with the manager ensuring the provision of appropriate health care arrangements for each resident in terms of medical care, dental care, chiropody, and ophthalmic care.
- To administer resident's medication overnight where necessary in accordance with the Hospital of God medication policies and procedures. Also ensuring that the policy for the storage and administration of medication is adhered to.
- To receive and co-operate with proprietor visits should these occur overnight.

### **Resource and Financial Management**

- To adhere to the effective system for the accurate and timely completion and submission of timesheets.
- To maintain efficient administrative systems for the operation of Stichell House in accordance with Hospital of God policies and requirements and the requirements associated with any statutory obligations that the charity is required to meet.
- To ensure that Stichell House premises are kept clean, odour free, suitably heated and any defects are reported to the Manager.
- To ensure all health and safety policies and procedures within the Hospital as required by legislation and in accordance with Hospital of God policies.
- To take part in staff meetings including senior staff meetings.

### **Personnel**

- To achieve and maintain an effective, motivated and appropriately trained staff group.
- To ensure effective staff rota system overnight and to ensure that this is reviewed with the manager in the light of the needs of residents.
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- To adhere to the effective system of staff supervision and effectively supervise the night team.

- To ensure that personnel matters are dealt with in accordance with the provisions of the employee handbook.
- To support the manager in reducing staff sickness to the minimum possible level by means of the support and monitoring.

#### **Corporate Responsibilities**

- To undertake over time to cover the rota in the event of an emergency.
- To receive management supervision from the Manager or Duty Manager.
- To ensure positive professional relations with staff, trustees, contractors and external agencies.
- To attend in-house training and mandatory training.
- To promote the Hospital of God as an excellent provider of care services.
- To maintain and create good and professional relationships with families and loved ones.
- To adhere to the system of recording within Stichell House, including using electronic care planning systems.

#### **Other**

- To always maintain the highest standards of organisational and customer confidentiality
- To demonstrate a commitment towards your own continuous personal development
- To implement Hospital of God policies on Health and Safety, Data Protection and Equal Opportunities always
- To undertake any other duties and responsibilities as may be reasonably required within the scope of the post

#### **Rota Pattern**

<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THUR</b>	<b>FRI</b>	<b>SAT</b>	<b>SUN</b>
RD	RD	22:00x08:00	22:00x08:00	RD	RD	N
22:00x08:00	22:00x08:00	RD	RD	22:00x08:00	22:00x08:00	RD
RD	RD	22:00x08:00	22:00x08:00	RD	RD	22:00x08:00
22:00x08:00	22:00x08:00	RD	RD	22:00x08:00	22:00x08:00	RD



Factor	Essential	Desirable
<b>Qualifications</b>	NVQ Level 2 in Health and Social Care	Additional professional qualifications  Evidence of vaccination status (or proof of medical exemption)
<b>Experience</b>	Two years' experience of working with older people in a care setting  Experience of care services, risk assessment and person centred care and support  Experience of day-to-day duties required to meet the delivery of our service  Experience of building positive working relationships with residents and their families, staff and other health and social care professionals	An understanding of Hospital of God's mission, vision and values and service portfolio  Good understanding of the regulatory responsibilities and the law relating to care services
<b>Knowledge/ Skills/Abilities</b>	Leadership and motivational skills, leading the team by good example  Excellent understanding of the needs of people who require care and support in line with best practice  Excellent understanding of the principles of high quality person centred care and support and non-discriminatory care practice  Understanding of systems to maintain confidentiality in relation to residents, staff and the business  Ability to maintain clear written and electronic records and to follow statutory reporting procedures  Kind, caring and compassionate towards people in need of care and support  Respect for people suffering from a range of medical conditions with different backgrounds and beliefs to your own. Strong commitment to non-discriminatory care practice  Ability to follow and contribute to care plans	I.T. skills including using electronic care planning/rostering systems

	<p>Ability to follow regular work schedules as determined by Senior staff</p> <p>Excellent interpersonal and communication skills, both written and verbal</p> <p>Ability to cope with difficult circumstances and behaviours that challenge</p> <p>Commitment to respecting the rights of customers at all times and to promoting their privacy, dignity and independence</p> <p>Ability to show initiative but maintain focus on the tasks assigned to you</p> <p>Ability to work undirected and unsupervised</p> <p>Knowledge of health and safety matters in relation to care services</p> <p>Knowledge of how to recognise abuse and safeguarding procedures</p>	
<p><b>Other (eg attitude, interests etc.)</b></p>	<p>Team Worker with flexible attitude to duties and hours of work</p> <p>Enhanced Disclosure from the Disclosure and Barring Service</p> <p>Clean and smart appearance</p> <p>A passion for outcome focussed person-centred care</p> <p>Committed, enthusiastic, reliable</p> <p>Excellent time keeper and reliable</p> <p>Open minded and non-judgmental</p> <p>Willing to undertake further training relevant to the post</p> <p>Flexibility to operate within a constantly changing environment</p> <p>Drive and determination to achieve excellence</p> <p>Ability to keep calm under pressure</p> <p>Professionalism and integrity</p>	<p>Receptive to the use of new technology within a care environment</p>