

JOB DESCRIPTION

1. Job Details

Job Title: Residential Care Officer **Location :** Amy Woodgate

Band: 3

Hours: 35 hours per week

Report To: Deputy Managers & Assistant Manager

Accountable to: Specialist Resource Centre Manager.

2. Job Purpose

In accordance with the policies and procedures of Your Healthcare, the post holder will work as a part of team to meet the personal and social care needs of older people with dementia.

The post holder will work with a person centred approach to create a homely environment, respect individual rights and promote dignity, ensuring service users are treated as individuals in every area of their daily lives.

Dimensions

YH is a not-for-profit provider of community health and social care services in the Royal Borough of Kingston upon Thames, and Learning Disability Services in Richmond. It employs circa 730 staff based across a number of YH, Local Authority and NHS owned sites.

The Residential Care Officer works with the Amy Woodgate to provide practical and personal care to clients with Dementia within the Resource Centre, in line with the Care Standards Act 2000.

They will help clients retain as much independence and individuality as possible and to participate in social and other activities with the Resource Centre users.

The role holder will contribute fully to the implementation of the Eden Alternative Ethos of care and Dementia Care Mapping (DCM) as a tool for promoting the quality of life of residents as well as maintaining good care practices for staff.

Key Result Areas

Care

1. Assisting clients with their personal care, e.g. washing, bathing, dressing, shaving, washing hair, nail cutting etc. - dealing with incontinence, catheter care and stoma care in accordance with the Your Healthcare policies and procedures .
2. To act as a keyworker to individual clients, assessing and monitoring physical, emotional and social needs, participating in devising care plans with clients and other appropriate people.
3. To participate in the training and promotion of the Eden Alternative Ethos of care & the Dementia Care Mapping tool in the care of clients.
4. To ensure all calls on the residents' call system are answered promptly.
5. To initiate and lead group activities as part of the Centre programme as agreed by the Specialist Activity Co-ordinator.
6. To attend supervision with your line manager in order to assist with personal and professional development.
7. Distributing medicines, including administering eye drops, in accordance with the GP's instructions, departmental procedures, and client's rights.
8. Assisting all resource centre users to see the doctor, district nurse, chiropodist, occupational therapist or any other health or social care professionals.
9. Helping clients with mobility problems, including assisting them in getting to the lounge or dining area's, toilet etc, and working with the Occupational Therapist in line with the Moving and handling regulations and Your Healthcare procedures.
10. Emptying and cleaning commodes, sluicing and soaking of soiled linen in accordance with the Your Healthcare Health and Hygiene Policy.
11. Assist resource centre users, when requested, in tidying personal belongings and washing personal clothes.

12. Assisting, when required, with all aspects of resident's meals.
 13. To maintain accurate, contemporaneous and comprehensive records of clients for whom they are key worker and to pass on appropriate information at the end of each shift.
 14. Accompanying resource centre users, if requested, to any outside visits.
 15. Attending staff and other meetings as required, e.g. service user reviews.
 16. To be aware of, and adhere to, the Your Healthcare's charter of rights for older people.
 17. To participate in the planning of the Resource Centres Aims and Objectives to include the Team Business Plan.
 18. To participate in fund raising and social events for the benefit of all service users.
 19. Undertaking any other caring functions commensurate with the grade including being involved with residents in social and other activities.
- Carrying out all duties in accordance with departmental policy, procedure and practice in particular Health & Safety at Work Regulations, EEC Directives, and Health and Hygiene Policy.
20. To implement and contribute positively to the development of the Your Healthcare equal opportunities policies and procedure.

The duties of this post may change and develop over time. The post holder will be expected to monitor such changes and developments and in conjunction with the Deputy Manager , Assistant Manager and Specialist Resource Centre Manager to propose appropriate changes.

5. General Accountability

Health and Safety: to have responsibility for the health, safety and welfare of self and others and to comply at all times with the requirements of health and safety regulations.

Confidentiality: to ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.

Equal Opportunities, Alcohol & Non-Smoking: to comply with the Trust's policies on equal opportunities, the consumption of alcohol and non-smoking.

Infection Control

All staff members have a responsibility to themselves, patients, service users, visitors and other staff to maintain high standards of Infection Prevention and Control and follow the agreed company policies and procedures.

Safeguarding

All staff members have a responsibility to themselves, patients, service users and other staff in ensuring the effective Safeguarding of Children and Adults and must follow the agreed company policies and procedures.

Data Protection Act: to comply with the requirements of the Data Protection Act.

Conflict of Interest: to comply with the organisations code/policy relating to business conduct and/or conflict of interest.

Other Duties: to undertake such other duties as may be required from time to time and are consistent with the responsibilities of the grade.

6. Equal Opportunities

Your Health Care Healthcare is committed to the development of positive policies to promote equal opportunity in employment. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the organisation

7. Other Information

The job description is indicative but not exhaustive of the responsibilities of the post. As the organisation develops, the requirements of the job may develop and change and the post-holder will be expected to adapt to these requirements. The post-holder will be expected to undertake ongoing personal and professional development commensurate with the duties of the post. The post-holder will be

expected to comply with all the relevant local, national and statutory policies and frameworks.

Confidential and personal information related to staff, patients, NHS Kingston and Your Health Career Healthcare must not be disclosed within or outside the place of work, except in the proper discharge of duties.

ID badges must be worn at all times whilst on duty.

8. Job Description Agreement

Signed by Employee _____

Date _____

Signed by Manager _____

Date _____

PERSON SPECIFICATION

POST: Residential Care Officer

CATEGORY	Essential	Desirable
EDUCATION, QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> • 5 GCSEs (or equivalent) grade A*-C including Mathematics and English. • Diploma in health and social care. Level 2 or equivalent 	<ul style="list-style-type: none"> • Other relevant qualifications in Health Care
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of the purpose of residential care and providing care for older people with dementia. 	<ul style="list-style-type: none"> • Understanding of care plans and their implementation • Understanding the key worker role • Understanding of continence care • Knowledge of all aspects of social and personal care
EXPERIENCE	<ul style="list-style-type: none"> • Basic Life Skills • Team work • Care Skills 	<ul style="list-style-type: none"> • To have experience of providing the physical, emotion and social care needs within a care setting
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Literacy skills, the ability to write short reports and to be able to record and pass on messages accurately. • Effective communication skills both orally and in writing, with the ability to talk to service users with dementia, their family and carers. • The ability to work 	<ul style="list-style-type: none"> • The ability to promote independence • Ability to formulate creative activities • An understanding of equality and diversity • Understanding of health and safety and fire regulations.

	<p>as a part of a team</p> <ul style="list-style-type: none"> • The ability to recognise the service users needs and respond accordingly. • Computer literate. • Ability to cope under pressure 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Sensitive to the rights and needs of the residents • A commitment to confidentiality • A commitment to carry out your role in line with your Healthcare policies and procedures • A commitment to attend training courses 	<ul style="list-style-type: none"> • Ability to move and handle residents with the relevant equipment •
ANYOTHER FACTORS		<ul style="list-style-type: none"> • Full UK driving licence and car?