\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NURSING HOME

JOB DESCRIPTION

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| --- | --- |
| **JOB TITLE**  **RESPONSIBLE TO**  **HOURS OF WORK** | **: PRINCIPAL CARER**  **: MANAGER / DEPUTY / NURSE IN**  **CHARGE**  **:** |

## Person Specification

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| SVQ (undergoing or completed) | Essential |  |
| Minimum two years care experience | Essential |  |
| Desire to work with elderly | Essential |  |
| Responsible attitude | Essential |  |
| Good communication skills | Essential |  |
| **Registered with Scottish Social Services Council (SSSC) in a 'supervisor' capacity** | **Essential** |  |
| Approachability | **Essential** |  |
| Underpinning knowledge to manage situations | **Essential** |  |
| **Knowledge of dementia** | **Essential** |  |
| Experience in care of elderly |  | Desirable |

## Company Background

The Randolph Hill Group operates nursing homes offering long and short-term care to those with particular medical needs, especially frail elderly people. Each Home’s philosophy is to provide competent, skilled and empathetic individual care.

**The Company is committed to future expansion. Therefore each unit must operate on a professional business basis, maintaining budgeted profit margins.**

**Job Purpose**

# To provide safe and competent care in a sympathetic manner

**To uphold residents' participation strategy**

### To liaise with all personnel to ensure high standards of patient care

To alert nursing staff to concerns so that advice or nursing intervention can be given

To reflect the high standards of the company in all aspects of work and personal appearance

**To adhere to the Scottish Social Services Council Code of Conduct**

**To ensure all clients and visitors are treated in a helpful, friendly manner**

**To promote and show loyalty to the company and residents, both inside and outside the nursing home and respect confidentiality**

**To treat colleagues with respect and ensure teamwork is good**

## Main Duties and Responsibilities

To promote the highest standards of care within the nursing home

**To document care and assist in personal care planning**

**To set a good example at all times in respect of dress, manner, hygiene and behaviour**

**To provide a safe and healthy environment for residents, staff and visitors**

**To supervise and instruct junior and new staff members in all aspects of their work, giving help and guidance where appropriate**

**To become familiar with all aspects of the building’s layout, fire evacuation procedure and equipment, and to instruct staff**

**To become familiar with and strictly adhere to company policy and procedure and the Health and Social Care Standards**

**In the absence, or with the agreement, of the registered nurse to delegate workload, ensuring efficient and cost effective use of manpower**

### To communicate all requests and changes of practice to all relevant personnel

**To report any injuries, disease and dangerous practice to all relevant personnel**

**To read and observe all notices and instructions displayed in the work area**

**To wear and use correct protective clothing / equipment as directed and report any damage or wear to superiors**

**To dispose of rubbish and waste materials in the appropriate manner**

**To wear company uniform at all times when on duty**

**To act at all times in a manner which reflects a good company image**

**To maximise bed occupancy opportunities by being friendly and helpful to all enquirers and visitors, either personally or on the telephone**

## Main Duties and Responsibilities (cont’d)

**To make best use of equipment and finance and minimise waste at all levels**

**To maintain correctly written records as required by the company and statutory bodies**

**To attend and participate in staff meetings and training as required by the company or the unit manager**

**To feedback and communicate to the manager or deputy any complaints, suggestions or wishes arising from residents, relatives or staff.**

# Housekeeping

**To maintain high standards of cleanliness and tidiness by instructing staff on good housekeeping practices and ensuring these instructions are carried out**

To instruct and supervise in the use of company goods and equipment, and to report immediately damage or breakage to equipment, furnishings or fabric of the building and any repairs required

**To undertake any reasonable duties as directed by managers to ensure safe, smooth and efficient running of the nursing home**

**This job description indicates main duties and responsibilities of the post. It is not intended as an exhaustive list.**

**Please sign, print your name and date below to indicate your acceptance of this job description**

#### Signature of Staff Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_