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

JOB DESCRIPTION

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| **JOB TITLE**  **RESPONSIBLE TO**  **HOURS OF WORK** | **: TEAM LEADER.**  **: MANAGER / DEPUTY / SENIOR PERSON**  **:** |

## Person Specification

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| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **Registered with the SSSC as a Supervisor in a Care Home service for Adults** | **Essential** |  |
| Willing to undertake, undergoing, or achieved SVQ 4 in Social Care | Essential |  |
| **Experience of care of the elderly.** | **Essential** |  |
| Extensive knowledge of dementia and person centred care. | **Essential** |  |
| Experience of involvement in person centred care planning. | **Essential** |  |
| Responsible attitude  * **Ability to communicate effectively.** * **Ability to lead a team and supervise staff.** | Essential |  |

## 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, person centred and competent care in a sympathetic manner.

**To promote a human rights approach to care, and uphold residents' rights to privacy, dignity, choice using the company participation strategy.**

**To respect residents wishes and ensure confidentiality, both inside and outside the nursing home.**

**To implement, and ensure all staff adhere to, all policies and procedures.**

**To lead and supervise teams when on duty.**

To reflect and promote the high standards of the company in all aspects of work and personal appearance, both inside and outside the nursing home.

**To adhere to the Scottish Social Services Council Codes of Practice.**

**To assist the home manager in the daily running of the home, including staff induction and training.**

**To ensure all residents and visitors are treated in a professional, helpful and friendly manner.**

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

## Main Duties and Responsibilities

To promote the highest standards of social and personal care within the nursing home.

**To assess changes in resident need, and report findings to the nurse in charge to ensure nursing intervention if required, or request professional services.**

**To liaise with outside agencies and members of the multi-disciplinary team in a professional and considered manner.**

**To assess and document care, and lead in personal care planning, including care reviews.**

**To maintain correctly written records and individual care plans as required by the company policies and statutory bodies.**

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

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

**In collaboration with senior staff, to delegate workload ensuring efficient and cost effective use of manpower.**

**To set a good example in respect of dress, manner, hygiene and behaviour, and wear company uniform at all times when on duty.**

**To act at all times in a manner which reflects a good company image, and be a good role model to others.**

### To communicate effectively, using good decision making skills, to ensure all relevant personnel are aware of any changes of practice.

**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 in fire procedure.**

**To take charge of the home when needed for operational purposes e.g. fire procedures, staff reporting sick.**

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

**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 management.**

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

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

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

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

# 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 any 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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