 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Adults and Health		Service Area: Halcyon Centre	
JOB TITLE: Senior Care Assistant			
GRADE: H			
REPORTING TO: Deputy Manager, Halcyon Centre			
1.	JOB SUMMARY: <p>The Halcyon Centre is a day service for adults and older people, including those living with Dementia, managed by Stockton Borough Council within the Adults and Health Directorate. The centre is staffed by a multidisciplinary team who take an outcome focused approach to client care. We aim to support, empower, and enable people to achieve their full potential in a friendly, professional, comfortable, and safe environment.</p> <p>The post holder will coordinate the effective deployment of staffing resources, as allocated, to ensure the efficient delivery of support plans and excellent standards of care with additional responsibility for leading in a specific area of service provision under the general supervision of the Deputy Manager</p>		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To deputise in the absence of the Manager / Deputy Manager on operational service matters.	
	2.	To deploy staffing resources, as allocated, to ensure the efficient operation of services, including appropriate day to day supervision of Care Assistants.	
	3.	To undertake regular Supervision, observation, and annual Appraisal of Care Assistants, authorise annual leave and deployment of flexible hours in accordance with management process.	
	4.	To lead in a specific area of service provision focussing either on Quality Assurance and Compliance or Engagement, Lived Experience and Co-production under the overall guidance of the Deputy Manager.	
	5.	To encourage staff to use individual skills which enhance meaningful activities for service users.	
	6.	To ensure the safe handling and dispensing of medication, ensuring the recording of medication received, dispensed and returned, in accordance with procedures.	

	7.	To be responsible for the effective and safe delivery of service user personal care requirements.
	8.	To ensure all information and documentation, in accordance with service procedures and in relation to service users is recorded accurately and timely.
	9.	Regularly review service users Personal Profiles, including risk assessments and their implementation and liaise with Care Assistants with Key Worker responsibility regarding any specific issues which require their attention.
	10.	To work in partnership with service users, their families, carers and other appropriate individuals to ensure the well-being of each service user is central to their attendance at the centre and that decisions relating to their care and support needs are open and transparent.
	11.	Where required, attend review meetings to ensure assessed needs of service users are understood and contribute information from attendance at day services.
	12.	Ensure the health and welfare of service users is maintained, including dietary requirements, medication needs, personal care and leisure activities.
	13.	Ensure procedures associated with day service operation are followed.
	14.	Ensure cultural, religious and linguistic needs of service users are met.
	15.	Follow all relevant statutory policy, codes of practice and procedure guidelines associated with the operation of the service.
	16.	Ensure that all customers both internal and external receive a consistently high quality service, commensurate with the standards required by Stockton-on-Tees Borough Council.
	17.	To undertake reasonable care of your own health and safety and cooperate with management, so far as is necessary, to enable compliance with the authorities health and safety policy and legislative requirements.
	18.	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities for the post.
	19.	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.


Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Rebecca Williams		27.04.2023
Job Description agreed by: (Post holder)



PERSON SPECIFICATION


Job Title/Grade	Senior Care Assistant	
Directorate / Service Area	Adults and Health / Halcyon Centre	
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Maths and English at Level 2 or above</p> <p>Level 3 Diploma or NVQ Level 3 in Care (Adults)</p> <p>Level 3 HSC 340/375 Support use of Medication in Social Care setting, or equivalent or willingness to work towards</p> <p>A willingness to undertake any training commensurate with the post.</p>	<p>Level 4 Lead Practitioner in Adult Care / Team Lead Diploma or NVQ Level 4 in Care (Adults)</p> <p>Dementia Awareness Training</p>	<p>Application form</p> <p>Certificate Check</p> <p>Interview</p>
Experience	<p>Experience of supervising a team</p> <p>Experience of coordinating staffing and other resources in a care setting</p>	<p>Experience of undertaking staff Supervision and Appraisal</p> <p>Experience of monitoring and maintaining quality standards</p> <p>Experience of managing conflict</p>	<p>Application form</p> <p>Interview</p>

	<p>Experience of working directly with vulnerable adults</p>	<p>Experience of working with older people including those living with Dementia</p> <p>Experience of presenting meaningful activities in an adult care setting</p>	
<p>Knowledge & Skills</p>	<p>At least 1 year working within Social Care or Health setting.</p> <p>Good communication skills (written and verbal)</p> <p>Ability to communicate effectively at all levels.</p> <p>Ability to lead and motivate others.</p> <p>Experience of MS Office packages including Word, Excel, & Outlook.</p>	<p>Knowledge of best practice in the adult social care setting and the legislation and guidance that underpins it.</p> <p>Experience of monitoring and maintaining quality standards</p> <p>Ability to creatively problem solve.</p>	<p>Application form</p> <p>Interview</p>
<p>Specific behaviours relevant to the post</p>	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Able to take guidance and instruction</p> <p>Client focussed.</p> <p>Approachable / Friendly.</p> <p>A good team player.</p> <p>Enthusiastic / Motivated.</p>		<p>Application form</p> <p>Interview</p>

	Positive role model for staff and service users. Reliable, honest and flexible.		
Other requirements	This job involves working directly with vulnerable adults and older people and is therefore subject to an Enhanced DBS Check		

Person Specification dated 2023

 Stockton-on-Tees BOROUGH COUNCIL		KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Adults and Health	SERVICE AREA: Day Services	
JOB TITLE: Senior Care Assistant		
GRADE: H		
JOB LOCATION / BUILDING: Halcyon Centre		
REPORTING TO: Deputy <i>Manager</i>		

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		✓
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		✓
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		✓

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		✓
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		✓

Known Risk	Yes	No
<p>Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal)</p> <p>The lead must also be in a form in which it is likely to be:</p> <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. <p>The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.</p>		✓
<p>Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.</p>		✓
<p>Working at Heights - Safety Critical: Employee will be required to work at a height.</p>		✓
<p>Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.</p>	✓	

Other Known Risks		
Known Risk	Yes	No
<p>Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.</p>		✓
<p>Food Handlers: Employee will be preparing and handling food</p> <p><i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i></p>	✓	
<p>Night Workers: Employee will be regularly working at night</p> <p><i>Optional Night Worker Questionnaire available</i></p>		✓
<p>Lone Working (including Home Working): Employee will be required to work alone.</p>		✓
<p>DSE Users: Employee will be required to use Display Screen Equipment (DSE)</p> <p><i>DSE Training and assessment should be completed on commencement – arranged by manager</i></p>	✓	
<p>Any Other: Please identify any other known risks associated with this job role.</p>		

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager:  Rebecca Williams

Date: 27.04.2023

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk