** JOB DESCRIPTION**

**Post Title: Senior Day RSW**

**Job Summary**

Working as part of the team of Senior RSW’s, to lead and organise day care shifts and assist the Head of Care.

**Accountable to:** Head of Care

**Responsible for:** DayRSW’s

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| Person Specification Criteria | Essential | Desirable |
| **Education and Training** |  |  |
| 5 GCSE’s or equivalent  Level 3 qualification (or working towards) in Health & Social Care | ✓  ✓ |  |
| **Experience** |  |  |
| Previous experience of working with older people in a care home setting  Experience of delivering medications | ✓  ✓ |  |
| An understanding of working in the charitable or not-for-profit sector |  | ✓ |
| **IT Skills** |  |  |
| Good MS Office skills (Word, Excel, Outlook) | ✓ |  |
| **General Skills and Abilities** |  |  |
| Excellent organisational skills | ✓ |  |
| Good communication skills (both written and verbal) | ✓ |  |
| Understanding empathy and treating people with kindness | ✓ |  |
| Ability to work independently | ✓ |  |
| Ability to work to deadlines with accuracy and attention to detail | ✓ |  |
| Ability to work collaboratively as part of a team | ✓ |  |
| Understanding of person-centred care and the ability to demonstrate respecting choices and treating people as individuals | ✓ |  |

**Key Responsibilities**

*Note: The Senior Day Carers work on a rota basis over seven days a week. On each of the two day shifts, there are two Senior Day Carers on duty, each covering approximately 25 rooms.*

To lead and organise the Day Care Workers in a designated area of the home, and work alongside them as necessary.

Always to make the welfare of residents the first priority: to strive to understand and meet the differing requirements of each individual.

To administer medications to residents in the designated area following agreed procedures.

To update information on the care plan of the “Resident of the Day” as required by the Head of Care, in order to ensure that all residents’ care plans are kept fully up to date, and that care staff are familiar with them.

To conduct supervision sessions every two months with around three allocated care workers, supporting and encouraging them in their work; to assist the Head of Care in identifying and providing training.

To be familiar with the Home’s policies and procedures, and to assist the Head of Care in ensuring that all the required records are accurate and up to date.

To take responsibility for the Home on occasions in the absence of the Home Manager, Deputy Home Manager and Head of Care.

**TERMS AND CONDITIONS OF EMPLOYMENT-** A separate contract gives full details

**Competency Framework**

The competence framework sets out skills, knowledge and behaviours in four main competence areas, providing a means to assess performance of the above duties and responsibilities.

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| Competence | Description | Behaviours |
| Communicating effectively, internally and externally | Engaging in written and oral communication that is clear, transparent, and responsive to the needs, experience and understanding of diverse audiences. | Communicate using appropriate styles, methods and timing to maximise understanding, impact and inclusiveness.  Actively seek information from others to understand their needs and encourage them to access relevant information that will help them use services more effectively. |
| Working as a team | Working effectively with colleagues and using the diversity of the team to create a working environment which helps to achieve optimum performance and success. | Proactively contribute to the work of the whole team.  Actively seek input from a diverse range of people.  Be open to taking on different roles |
| Developing skills and knowledge | Keeping up to date with new processes and information in our individual role, seeking opportunities to develop, and taking responsibility for own individual personal development | Identify own skills and knowledge gaps to inform own development and discuss these with line manager  Recognise and take time to achieve own learning and development objectives. |
| Delivering effective performance | Delivering timely performance with energy, taking responsibility and accountability for quality outcomes, and dealing with challenges in a responsive and constructive way | Focus on providing the right solution and keep relevant parties up to date on progress.  Take responsibility for the quality of own work and keep line manager informed of how work is progressing.  Take ownership of problems, remaining positive and focused on achieving outcomes despite setbacks. |