



JOB DESCRIPTION

Post Title: Day RSW

Job Summary

To share with other staff in meeting the personal care needs of residents in a way that respects the dignity of the individual and promotes independence, and to help in the care of the residents' physical environment and in the general day-to-day activities of the home.

Accountable to: Home Manager

Line Managed by: Head of Care

Person Specification

Person Specification Criteria	Essential	Desirable
Education and Training		
GCSE or equivalent in Maths and English	✓	
Level 2 qualification (or working towards) in Health & Social Care		✓
Experience		
Previous experience of working with older people in a care home setting		✓
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

- To be committed to the principle that Rockdale House is the residents' home and that a resident's room is his/her private domain, and to respect and promote the residents' privacy, dignity, independence, freedom of movement and freedom of choice.
- To gain a personal knowledge of each resident and her/his background, interests, life experience and assessed needs, to read and write reports as required, and to take part in staff meetings and training activities as directed.
- To implement the key helper system.
- To assist residents who need help with dressing, undressing, feeding, bathing, shaving and toileting.
- To help residents with mobility problems and other physical disabilities, including incontinence, to change and sluice soiled clothing, and to help in the use and care of aids and personal equipment.
- To help care for residents who are dying, and those who are temporarily sick and needing, for example, minor dressings and bed nursing.
- To help in the promotion of the mental and physical activities of the residents through talking to them, taking meals with them, taking them out, and sharing with them in activities such as reading, writing, hobbies and recreations.
- To be familiar with fire safety procedures and the Association's health and safety policy.
- To encourage relatives, friends and volunteers to share in the care of the residents where appropriate, and to help residents to retain their links with the community.
- To answer emergency bells, the door and the telephone and greet visitors.
- To undertake domestic tasks including emptying commodes, inspecting and mending residents' clothing, serving meals and preparing light meals. To encourage residents' participation in these activities.
- To undertake any other duties in line with the overall aim of the job, as required by the Home Manager or 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.

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.