

## EAM House Children's Respite Home

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| <b>Job Title</b>  | <b>Senior Carer</b>  |
| <b>Line Manager</b>   | <b>Deputy Home Manager/Qualified Nurse</b>   |
| <b>Professional Accountable</b>   | <b>Home Manager</b>  |
| <b>Location Description.</b>  | <b>Children's Respite Home</b>   |
| <b>Conditions of service</b>  | <b>Flexibility of working hours</b>  |
| <b>Hours</b>  | <b>Part time /Full time hours per week flexible.<br/>Will include bank holidays, weekends,<br/>evenings and nights to meet the needs of<br/>the service.</b> |
| <b>Principal Accountabilities</b> <ul style="list-style-type: none"> <li>◆ To work to the minimum standards for children's homes.</li> <li>◆ To work within the laws of Health and Safety.</li> <li>◆ Work collaboratively and co-operatively with others to meet the needs of the children and their families.</li> <li>◆ To be a member of the Children's Respite Home undertaking duties which will involve direct nursing/non-nursing and housekeeping.</li> <li>◆ Ensures that the nursing care and practices in the Home reflect the care needed for children with complex health needs/special needs.</li> </ul> |  |

### **Clinical/non direct clinical duties**

- ◆ To maintain accurate and up to date records of all aspects to promote continuity of care.
- ◆ Collect, collate and report information, maintaining accurate children's records.
- ◆ Support parents of children with complex needs.
- ◆ Assess needs and comfort of child through observation, respond to child's changing signs, and receive instructions on child's care, if necessary instigate emergency procedures.
- ◆ Establish and maintain effective communication with families of chronically sick or special needs with empathy and sensitivity. Sharing sensitive information with parents/carers.
- ◆ Knowledge of care procedures gained through training: NVQ3.
- ◆ Co-operate with other members of the multidisciplinary team to facilitate good working relationships.
- ◆ To maintain a network between other professionals.
- ◆ To be conversant with and work with the guidelines of the Respite Home.
- ◆ To assist in data collection as required.
- ◆ To assist the Home Manager in the monitoring and evaluation of the service.
- ◆ To purchase and supply of aids/equipment.
- ◆ Maintain stock levels, check stocks/stores.
- ◆ Ability to organise and prioritise own workload, and delegate to junior staff.
- ◆ To be aware of hostile situations or environments and meeting with verbal or physical aggression.
- ◆ Answers and deals with telephone calls/messages.
- ◆ Complete referral forms for new referrals and arrange initial visits to the respite home.

**EAM 02/09**

**Job Dec. Senior Carer**

**REVIEW 02/10**

- ◆ To provide the role of Key worker.
- ◆ Takes active role in child care and social care.
- ◆ Takes active role in housekeeping, cleaning, laundry and cooking.
- ◆ Supports new and junior staff.

### **Training, Education and Development**

- ◆ To identify own learning/development needs.
- ◆ To participate in the supervision of designated carers, assisting them to attend their practice and educational objectives.
- ◆ To act as a Health Educator/Promoter.
- ◆ To maintain up to date knowledge of current trends, practices and research in childcare.
- ◆ Develop own skills and knowledge and contribute to development of others.
- ◆ To participate in the appraisal system.
- ◆ To be involved in a process of Clinical Supervision towards more junior members of staff.
- ◆ To attend mandatory training in line with the respite home guidance.
- ◆ To seek support and advice from colleagues in areas beyond own knowledge experience.

### **Clinical Standards**

- ◆ Ensure compliance with policies, procedures and clinical guidelines.
- ◆ Support people's equality, diversity and rights.
- ◆ Report any concern regarding children's care
- ◆ Participate in patient and public involvement activities

### **Staff at EAM House have a responsibility to**

- Adhere to the Respite Homes Policy and Procedure/Staff Handbook/Contracts.
- Maintain up to date skills and knowledge.
- Carry out duties such as cooking and cleaning to maintain a homely environment.

**This job description is an outline of the role and function. It is not intended to describe all specific tasks.**

**This post will be subject to an enhanced disclosure check with the Criminal Records Bureau (CRB). Please read the enclosed information about CRB Disclosures. Further information available on the CRB web site: [www.crb.gov.uk](http://www.crb.gov.uk)**

### **RESPITE HOME DUTIES AND RESPONSIBILITIES**

All employees within the Respite Home have the following responsibilities:

The post holder must not, by act or omission, endanger the safety of him/herself or others and must report all untoward occurrences. The post holder must be responsible for all Respite Home property and the reporting of all potential or actual breaches of security.

## **DISCLOSURE OF CRIMINAL BACKGROUND**

**All employers are required to check with the Criminal Records Bureau the possible criminal background of staff and volunteers who apply for work with vulnerable patients.**

If it is a requirement of the post that such a check be undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place.

**Please note applicants refusing to sign the form will not be progressed further.**

**"The Respite Home actively seeks to recruit people currently under represented in the workforce. This includes people from ethnic minority groups, those with mental ill health and physical disability".**

| <b>Person Specification: Senior Carer</b> |   |
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| Qualifications                            | <ul style="list-style-type: none"><li>◆ NVQ3 Care/Child care experience or working towards NVQ4 in Leadership and Management.</li></ul>   |
|   | <ul style="list-style-type: none"><li>◆ Minimum 12 months experience working with children/young people with complex health needs.</li></ul>  |
| Skills/Attributes                         | <ul style="list-style-type: none"><li>◆ Good verbal and written skills.</li><li>◆ Ability to work on own.</li><li>◆ Ability to engage with children and families.</li><li>◆ Basic knowledge of professional and social care issues.</li><li>◆ Ability to develop effective interpersonal relationships with colleagues in the health/social care setting.</li><li>◆ Ability to drive.</li></ul> |
| Physical Requirements                     | <ul style="list-style-type: none"><li>◆ Good attendance record.</li><li>◆ Able to perform a full range of duties.</li></ul>   |