

**THE
LOOKING AFTER EACH OTHER
FED**

**Federation of Jewish Services
Job Description**

TITLE: Social Care Worker
PLACE OF WORK: Federation of Jewish Services
DEPT: Nursing and Residential
RESPONSIBLE TO: Shift Leader/Team Leader
ACCOUNTABLE TO: Clinical Lead/Clinical Services Manager

JOB PURPOSE:

To deliver the delivery of excellent care and to improve the wellbeing and lives of people living at the Federation of Jewish Services (FJS).

To provide physical and psychological care to Residents in accordance with the specified plan of Clinical and Social care.

COMMITMENT TO OUR VALUES:

To undertake tasks and provide support to both service users and colleagues in a manner consistent with the values of the organisation.

- Support people's right to privacy
- The respect of people's dignity
- The recognition of people's rights
- A zero tolerance of all forms of abuse
- Enable people to maintain the maximum possible level of independence, choice and control
- To treat all people as individuals
- To support people to freely express their needs and wants
- To demonstrate respect and integrity in all our work with people

Main duties and responsibilities:

1. Promote the ethos of:
 - Person Centred Care.
 - Protection and Support of the Health needs of Individuals.
 - Assessment of care and health care needs.
 - Contribute to the development, implementation and evaluation of programmes of care.
2. Carry out duties as designated by the Shift Leader/Team Leader or Clinical Lead.

3. Record accurately resident information on CareSys involving residents and relatives in their care plans and be aware of risk assessments and their management.
4. Provide support to relatives/carers working closely to deliver excellent standards of care and act as a Key Worker.
5. Observe, report and record any changes in the Resident's physical and psychological well being.
6. Provide care as planned and liaise with the multi-disciplinary team.
7. Respect individual's religious/spiritual beliefs, customs, values and actively support the Resident to fulfil these.
8. Take an active role in supporting residents in social activities including active involvement in delivering social opportunities.
9. Provide physical care to enable them to complete all Activities of Daily Living i.e. personal hygiene, diet and fluid intake, clothing and laundry, personal environment, elimination, maintaining rest, sleep and activities, physical observations.
10. Act in a manner that respects the customs, individuality, values, sexuality, and spiritual beliefs, actively supporting the resident to fulfil these.
11. Create and maintain supportive relationships with all members of the team and with colleagues throughout FJS.
12. Assist in the collection of data for the purpose of audit, research and service performance.
13. Promote resident and relative involvement in all aspects of their care.
14. Contribute and make suggestions to the improvement of services and attend monthly team meetings.
15. Recognise potential crisis situations and react responsively and responsibly until assistance arrives.
16. To act proactively in emergency situations and provide assistance as directed.

Training and Development

- Participate fully in training and development in accordance with the organisations training plan and mandatory requirements.
- To attend and participate in supervision sessions and an annual personal review.
- To attend and participate in staff meetings.
- To contribute to the learning of other staff.

- To employ the skills and knowledge gained from training back in the work environment and to evidence your progression through measure of competencies in supervision with your manager.

Health & Safety

- All employees are subject to the Health & Safety at Work Act.
- To take reasonable care for the Health & Safety of yourself and other persons who may be affected by your acts or omissions at work.
- To undertake duties and responsible in full accordance with the organisations Health & Safety policy and procedures.
- To co-operate with policies and procedures to enable the organisation and comply with its obligation under Health & Safety legislation.
- To report immediately to your line manager any defects in equipment or the working environment and report areas of risk.

General Responsibilities

- To work in accordance with the organisation's mission, vision, strategic plans and policies & procedures.
- To work in accordance with the Skills for Care code of practice for social care workers and Care Quality Commission (CQC) regulations.
- To behave in a manner that reflects positively on the organisation at all times.
- To demonstrate commitment to the safeguarding and welfare of vulnerable adults and children.
- To promote equality of opportunity and anti-discriminatory practices.
- To assist in monitoring and maintaining quality standards across the organisation.
- To demonstrate an understanding and commitment to the principles of confidentiality.

QCF Level 2 Responsibilities

- Contingence Lead/Infection control lead
- Medication administration – residential areas only

QCF Level 3 Responsibilities

- PEG feed
- Blood sugar monitoring
- Blood pressure checks
- Temperature, pulse checks
- Simple dressings
- Mentoring other Social Care Workers and new employees
- Champions dignity, H&S, etc.
- Medication administration

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in light of changing circumstances, following discussion with the post holder.

Post Holder _____
(print name)

Signature _____

Date _____

Dept/Floor-----