

**SHCA**

**Job Description**

The role will involve carrying out assigned tasks on a day to day basis as part of the care team, in support of senior staff. You will be required to provide holistic, person centred care and support to residents with all daily living activities and promote independence through daily living skills. The role of a Senior Health Care Assistant is to ensure the safety and wellbeing of residents and always work in a manner that promotes dignity and respect. In addition, the role will include training and supervising support staff to ensure outstanding levels of care for the residents and to assist in the promotion and marketing of the company’s services in a positive light to all professionals.

**Experience Required:**

* Experience of working with individuals living with a learning disability/autism/mental health illness
* An understanding of mental health illness
* An understanding of physical health needs
* An ability to take direction and follow detailed policies and protocols
* Effective communication skills
* Good organisational skills and time management
* Flexible and adaptable to change
* Experience of working as part of a team
* NVQ Level 3 in care or equivalent experience or willing to work towards one
* Ability to remain calm and take control in emergency situations
* Knowledge of CQC and other regulatory authorities

**Leadership Responsibilities:**

* Undertake the roles and responsibilities of the Home Manager when required.
* Deputies for the managers in their absence.
* Prepare professional reviews/assessments for new or existing residents.
* To contribute to the development of other staff by participating in the appraisal and supervision process.
* To communicate effectively with and maintain good relationships with staff, visitors, managers, carers, residents and their families, CPA Co-Coordinator and Voluntary organisations.
* To keep up to date with changing practices and attend relevant training, as appropriate to the role.
* To ensure support staff remain up to date with their mandatory training (monitor training matrix).
* To support the induction process of new staff members and to supervise the work of existing staff.
* Work to the Policies and Procedures of Nouvita/Psycare Ltd.
* To show flexibility and promote a positive attitude.
* Participate and contribute to team meetings and ensure resident meetings take place.
* Out of hours spot checks.

**Main Responsibilities:**

* Provide practical and emotional support to residents to ensure wellbeing.
* Provide holistic person-centred support, which is responsive to individual needs.
* Support residents in keeping contact with family and friends.
* Support nurses with medication management processes.
* Support residents with daily living skills, including personal hygiene, dressing, assistance with laundry, money management, cleaning tasks, shopping and meal preparation whilst promoting independence and developing skills.
* Assisting residents with communication needs and dealing with correspondence.
* Organising and supporting the residents with appointments.
* Act as key worker to individual residents.
* Create opportunities for educational, vocational, social and leisure activities.
* Support residents to attend to “Activities of Daily Living” on the ward to promote recovery.
* Support residents in accessing the local community.
* Maintain contact with external professionals.