**Job Description**

CSK Support 24 is a domiciliary care company whose Office is based in Northampton. Our offices are in Moulton Park Business Centre

We provide care services to clients in their own homes, covering the following post codes: NN1, NN2, NN3, NN4 and NN5.

We strive to excel in providing care of the highest standards, in order to allow our clients to maintain their independence in their own homes.

We have been inspected by the Care Quality Commission "CQC" and have received an Overall GOOD.

We are currently recruiting for a Senior Home Care Assistant to professionally lead the care team during any span of duty, ensuring that a safe, effective and efficient care service is maintained which meets the needs of our service users.

The successful applicant will also need to participate in the weekly on- call mobile rota.

**Duties and Responsibilities**

To act as a role- model and provide leadership and support for care staff.

To maintain skills and knowledge and ensure that care is delivered according to latest guidelines and best practice evidence available.

Ensure that clear and accurate records are maintained.

Provide effective leadership and support for the care team, including willingness to cover any shortages on short notice.

Supervise care staff on a day-to-day basis through formal supervision and spot checks processes.

Liaise with GPS and other health professionals to ensure that service users receive the medical and clinical support they require to carry out any supervisions/ disciplinary/ complaints regarding carers.

To provide support and to resolve any issues raised by carers.

To provide hands on care to our clients and to walk by example how high quality care is done.

To assist with the recruitment process where necessary in a friendly, professional and knowledgeable manner

To assist the Human Resources Manager to develop and implement new recruitment and retention strategies.

Promote the professional image of the services through excellent communication, appropriate behaviour, and professional appearance.

Support new Senior Care Assistants and care staff in the completion of induction programs, training, and competency assessment.

Develop effective working relationship with both the employees and Service Users within the organisation.

To be responsible to the Care Manager for the day-to-day service provision to the Service Users, by producing detailed work schedules for the Care Workers and providing both written and verbal instructions/guidance to them.

To be aware of the Quality Assurance Policy of the Company in the provision of a quality service to the Service Users.

**Skills & Experience**

Undertake any training appropriate to the role as agreed with the Manager, and ensure learning is shared and transferred into practice.

Review the daily delivery of care, including pressure area prevention, nutrition and infection prevention and control procedures. Ensure high standards of care delivery are maintained.

To be responsible for the safe and appropriate management, administration and recording of medication, including controlled drugs and oxygen, in accordance with Care UK Policies and Procedures.

Act always within your own skills and competence.

To attend all statutory and mandatory training as required by the Company in order to fulfil your duties.

Conduct and document care and risk assessments and develop care plans related to the assessed needs and choices of individual residents.

Report all accidents and incidents promptly. Ensure accident/incident reports are written clearly and concisely and that any remedial action is taken in timely manner.

Ensure the safety and comfort of all service users.

**Part-time hours: 16-40 per week**

Job Types: Full-time, Part-time, Temporary, Permanent

Salary: £10.50-£11.00 per hour

**COVID-19 considerations:**

We will provide protective equipment's. IE Gloves, Aprons, Masks and hand-sanitisers.

All communal areas are regularly cleaned, disinfected and sanitised.

Visa sponsorship Licence number: HV9TNFV55