

# MARY FEILDING GUILD

## JOB DESCRIPTION - SENIOR CARER - DAYS

**POSITION:** Senior Carer  
**RESPONSIBLE TO:** Head of Care

### **Purpose of Position**

Senior Carers at the Guild:

- support the Head of Care in all aspects of the residents' care management and hands-on delivery of personal care, including taking charge during shifts.
- promote professional attitudes and training initiatives in all aspects of care and care planning within the care team and the Guild.
- assist in maintaining and monitoring the health and wellbeing of the residents.
- assist in the planning and delivery of a high standard of care in line with the ethos of the Guild and compliance with current legislation.

### **Principal Responsibilities**

1. To promote good quality care and management in such a way so as to enhance the quality of life for our residents.
2. To maintain confidentiality regarding all aspects of care and management in the Guild.
3. To take charge of the house in the absence of senior personnel, and during shifts agreed with the Head of Care.
4. To assist in the process of care planning, risk assessment and the safe handling of medicines, and regular review of same; to correctly keep records of these and other procedures; to implement and assist in the planned delivery of care. To give any medication as prescribed, following the procedure laid down in line with best practice and current legislation.
5. To supervise junior staff, ensuring that they contribute to the best of their ability to the high standard of care delivery and the maintenance of the ethos of the Guild.
6. To carry out instructions from the Head of Care or General Manager to the best of your ability.
7. To foster good working relationships within the care department and with other Guild staff.
8. To take part in staff meetings and training activities as required.
9. To assist in compliance with current legislation relating to the Care Standards Act 2000 and Health & Safety.
10. To resolve problems arising in the Guild if possible or where necessary refer them to the Head of Care, the General Manager or her deputy.
11. To assist in the training of care assistants.
12. To be conversant with all fire points, fire fighting appliances, the fire alarm system and current fire safety instructions.

Mary Feilding Guild, 103/107 North Hill, London N6 4DP

Registered Charity No: A 205 563 C/1 [www.maryfeildingguild.co.uk](http://www.maryfeildingguild.co.uk)

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13. To keep up to date with the information laid out in the Health & Safety file and the COSHH statement.
14. To report any malfunction in equipment or any problems related to the fabric of the house, and take appropriate action in the meantime.
15. To keep up to date with current policies and procedures as laid down by the Guild and act on them.
16. To ensure effective security of the Guild at all times.
17. To act in the best interests of the Guild at all times.
18. To undertake any other reasonable duties/request.