

**JOB DESCRIPTION****POST:** **SOCIAL CARER****RESPONSIBLE TO:** Matron Manager**Job Purpose:** Working with the Matron Manager, Activity Organiser and Care Staff, enable frail or isolated residents who have been referred for Social Care to engage in stimulating one to one activities of their choice, thus improving their quality of life whilst living in a Colten Care Home.

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**Main Responsibilities:**

- Encourage physical and mental stimulation of the residents who are unable to take an active part in the activities programme within the home.
- Offer a variety of activities and pastimes which are tailored to the individual needs of those Residents as agreed with the Person in Charge and the Activity Organiser.
- Ensure brief notes are recorded in the social carer diary throughout a shift and also recorded accurately on the daily statement, including the correct information.
- Assist in serving meals to frailer residents who require help with feeding.
- Whenever the Activity Organiser is absent from the home, facilitate activities within the home under the guidance of the Matron Manager.
- Undertake any other duties or training consistent with the role.
- Help support and develop new and less experienced Social Carers, using the buddy system.
- Maintain confidentiality of information regarding residents, visitors and staff.
- Attend all statutory training sessions making certain that practices reflect the learning outcomes of the training. Attend any other training sessions that Colten Care deem applicable to the role.
- Actively participate in staff meetings, communicating any concerns that have been raised whilst working with the residents or members of the team.
- Recognise the responsibilities of all staff to make new residents and new staff welcome and help to familiarise them to the home.
- Be responsible for the health and safety of self, other staff, residents and visitors under the Health and Safety regulations. Report any hazards or potential hazards to the person in charge or take other appropriate action.
- Adhere to all Colten Care's policies & procedures.
- Adhere to the Whistle Blowing Policy.

## PERSON SPECIFICATION

## Social Carer



Criteria	Essential	Desirable
<b>Experience:</b>		
Working in a similar environment	✓	
<b>Knowledge/Qualifications:</b>		
NVQ level 2		✓
Evidence of further personal development		✓
Literacy skills	✓	
<b>Essential skills</b>		
Effective communicator – verbal & written	✓	
Demonstrable evidence of leadership qualities (verbal or written)		✓
Ability to prioritise & organise	✓	
Ability to work on own initiative and be creative within the role	✓	
Questioning & listening skills	✓	
<b>Essential qualities</b>		
Flexible approach to working	✓	
Supportive of colleagues	✓	
Reliable & Trustworthy	✓	
Understanding of confidentiality	✓	
Professional appearance	✓	