St Mary’s Nursing Home

## Job Description

**Job Title:** DaySupport Worker

**Reports to**: RegisteredNurse, Senior Support Worker

**Accountable to:** Manager, Service User & Home Owners

## Hours of work: Variable shift hours between 7am and 22.30pm over a 7 day week

 Will need to beflexible, depending on the needs of the business

**JOB PURPOSE**

* To look after the physical, emotional, cultural and social needs of the service users using a person centred approach
* To observe and promote the service users choice, independence, dignity, privacy, fulfillment and other legal and moral rights
* To create and maintain good professional relationships with service users, their family and friends and visiting health professionals
* To actively support other members of the team

**JOB RESPONSIBILITIES**

*Care provision*

* To provide care and support to service users with a wide range of needs, illnesses and disabilities
* To know and understand the care and support of each service user
* To undertake the tasks detailed in the service users care plan using a person centred approach and in the least intrusive way
* To encourage the independence and motivation of the service users and not foster dependent behaviour
* To provide input into the care plans of service users by regularly feeding back to the nurse in charge of any changes
* To assist service users to get up in the morning and to go to bed at night
* To assist service users to wash, bath and shower
* To assist service users to dress and undress
* To assist service users to look after their skin, teeth, hair and nails
* To assist service users to use the toilet and manage continence
* To assist service users to eat and drink
* To prepare light snacks for the service users being aware of the service users choice, likes/dislikes, nutritional needs and cultural requirements
* To administer prescribed creams as directed by their individual medication administration records
* To use manual handling equipment safely and correctly in accordance with training
* To take responsibility for the safe handling of property and equipment belonging to the resident
* To maintain good communication and develop effective working relationships with the service users
* To provide companionship to the service user, actively talking and listening to them about their interests
* To escort service users to Outpatients appointments, hospital, outings if necessary

*Recording and Reporting*

* To maintain detailed accurate records in respect of all support given
* To attend handover and acknowledging any changes
* To protect the confidentiality of all information relating to the service user and not divulge information to anyone who is not authorised to receive it
* To promptly report to the nurse in charge any issues concerning the care, support, well being or behaviour of service users and update records accordingly
* To continue to monitor where concerns have been reported and recorded
* To recognise the signs of abuse, any working practice or behaviour that could lead to abuse and immediately report it to the Manager
* To report any complaints to the nurse in charge

*General*

* To promote a positive, personal and professional profile, ensuring the good reputation of St Mary’s Nursing Home at all times
* To follow all policies and procedures and take reasonable care to promote health and safety of self and others and raise any concerns to the manager
* To aim to ensure everyone has equal treatment and equal access to services
* To seek out best practice and look at innovative ways to improve the quality and efficiency of service delivery
* To dress appropriately, wearing uniform and using personal protective equipment provided by St Mary’s Nursing Home
* To understand and work within their Code of Conduct for best practice
* To attend and participate in regular team meetings
* To attend in house and external training pertinent to the role of support worker
* To update their CPD folder and complete evaluations of learning
* To prepare for and attend planned appraisals and supervisions
* To ensure completed monthly timesheets are accurate and submitted on time
* To undertake any other duties requested by Management, which are within the scope of the post

**Special conditions attached to post**

* Flexible working, as evening and week end work is required
* Own transport

This job description is not exclusive and may be amended from time to time with the agreement of the post holder.

Reviewed 24.07.18

Chrissie Phelan