

JOB DESCRIPTION

Job Title: Residential Care Officer

Responsible To: Manager

You will be responsible for:

Providing high quality care in a residential setting for people with profound disabilities.
You will work in ways that enable service users to achieve in all areas of life.

In particular, you will need to:

- Act in a professional manner at all times
- Complete all appropriate documentation as required by the Charity
- Safeguard individuals from all forms of abuse (physical, emotional, sexual, financial or otherwise) and ensure residents' welfare, safety and needs are at the centre of care provided.
- Report any concerns about a resident or work colleague
- Supporting residents to achieve a healthy lifestyle by promoting positive choices.
- Administer or support to self-administer, prescribed medication in line with policy
- Assist in the practical running of the home and the preparation of nutritious meals for the service users
- Be proactive and supporting colleagues when dealing with difficult situations, ensuring any challenging behaviour is dealt with effectively and without injury to service user, self and others.
- Undertake personal care

To achieve these outcomes you must:

- Complete relevant training as required to meet the needs of the service
- Ensure all work is carried out in accordance with Charity policies and procedures.
- Work professionally with managers, colleagues and external stakeholders
- Have good communication skills both written and verbal

Every employee of St Cuthbert's Care must:

- Ensure all work is carried out in accordance with Charity policies and procedures.
- Attend staff meetings as and when required.
- Attend all training required
- Maintain confidentiality and observe data protection requirements in accordance with legislation and Charity policy.
- Work flexibly to meet the needs of the service.
- Respect, work within and promote St Cuthbert's Care's Dignity at Work Policy.
- Respect and work within St Cuthbert's Care's Christian ethos.

This job description is not exhaustive and some variations may be necessary.