



Night Care Assistant

Reports to: Senior Care assistant/Deputy Manager/Manager

Please note that this role may require occasional work at other homes across the Heritage group

Key responsibilities:

Care

- ❖ Giving mental and physical stimulation to service users by talking to them
- ❖ Caring for service users who are temporarily unwell and contacting Doctors or emergency ambulances as required
- ❖ Helping and caring for service users who are dying
- ❖ Assisting in the control of incontinence, providing comfort with dignity
- ❖ Assisting service users to bed when they wish to retire
- ❖ Checking on all service users in the Home during the night at least hourly and increasing checks if there are any concerns
- ❖ Ensuring that service users are provided with food or drink if requested at night
- ❖ Responding to emergency bells, answering the door and telephone
- ❖ Making and changing beds, tidying rooms and light cleaning including the emptying and cleaning of commodes (before going off duty)
- ❖ Checking, mending and washing service users' clothing
- ❖ Administering medication if necessary and following the correct procedures
- ❖ Assisting service users to get up and assisting them with washing and dressing - if and when they are ready to do so
- ❖ Carrying out any other duties requested by supervisory staff
- ❖ Maintaining confidentiality regarding all aspects of care in the Homes

Administration

- ❖ Familiarising yourself with all service users Care Plans
- ❖ Reading and understanding the Risk Assessments provided in the Care Plans
- ❖ Recording any abnormalities or issues with new or existing health conditions
- ❖ Following approved hand-over procedures at the end of your shift

Training and Personal Development

- ❖ Participating in a full induction before starting work
- ❖ Familiarising yourself and complying with our policies and procedures
- ❖ Attending training sessions when requested (Health and Safety, Care Planning, Risk Assessment, Medication, SOVA, Fire Safety etc.)
- ❖ Participating in supervision sessions with the manager once a month and appraisals once a year
- ❖ Identifying your own training needs

- ❖ Attending and contributing to monthly staff meetings

Health and Safety

- ❖ Carrying out fire checks and health and safety checks throughout the night shift
- ❖ Ensuring that the security of the Home is maintained throughout the night and contacting the emergency services regarding any concerns
- ❖ Reading and understanding the risk assessments provided in the Care Plans
- ❖ Following instructions in Manual Handling and Risk Assessments
- ❖ Applying Health and Safety regulations in areas such as food hygiene, moving and handling, the handling and storage of medication, cleaning and chemical storage, and fire safety practices

Infection Control

- To ensure that the home follows the proper infection control procedures
- To ensure that the service users bedrooms are free from dust and any concerns are to be reported to the domestic team and the Management
- To ensure that the cleaning schedules are completed by domestic staff and care assistants
- To ensure that any clinical waste is disposed of in the appropriate bins

Personal Specification

Essential:

- ❖ Able to communicate with people from all backgrounds
- ❖ An interest in caring for the elderly
- ❖ Basic understanding of how rights, dignity, privacy, respect, & choice are important when providing care
- ❖ Able to work with initiative
- ❖ Positive attitude towards teamwork
- ❖ Adaptable to changes in workload

Desirable:

- ❖ Previous experience of working in a care home
- ❖ 5 A-C's at GCSE Level (including Maths and English) or equivalent
- ❖ QCF Level 2 in Care or equivalent
- ❖ Other relevant qualifications in Care