

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 & 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 & 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

PLEASE RETURN YOUR CV & COVERING LETTER TO THE ADDRESS BELOW

Victoria House, 14-26 Victoria Street, Luton LU1 2UA

T: 01582 405511 | F: 01582 457383 | E: recruitment@heritagecarehomes.co.uk | www.heritagecarehomes.co.uk

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