



JOB DESCRIPTIONS

NIGHT CARE ASSISTANT

JOB TITLE: Night Care Assistant
REPORTS TO: Nurse in Charge
ACCOUNTABLE TO: Home Manager

SCOPE OF THE POST

The Night Care Assistant provides waking night cover for the Home including the performance of domestic duties with the aim of providing person centred care to each Service User, meeting their needs and providing dignity and respect at all times. All employees are bound by Company Rules and Service Users Charter which are detailed in separate documents.

DUTIES AND RESPONSIBILITIES

- To help Service Users who need assistance with washing and toileting, dressing and undressing.
- To help Service Users who have limited mobility and making the best use of aids provided.
- To assist in the control of incontinence, providing comfort with dignity.
- To be aware of Health and Safety issues at all times and to report immediately to the person in charge.
- To read and review reports; to take part in staff and Service Users meetings (when appropriate) and attend training provided by the Company.
- Before going off duty, to make and change beds, tidy rooms, and do light cleaning including the emptying and cleaning of commodes and waste bins, as required.
- To check, mend, and launder Service Users clothing.
- To assist Service Users to bed when they choose to retire.
- To answer call bells and give assistance to Service Users as required.
- To report any suspected/alleged abuse to the person in charge and follow the SOVA procedure.
- To follow approved hand-over procedures at the end of each duty session.
- Enable the Service Users to achieve greater independence and dignity by offering them an appropriate level of assistance and supporting them to develop self-care skills.
- To be aware of fire procedures and the locations of fire extinguishers and the emergency evacuation procedure.
- To offer help and reassurance to Service Users, as necessary, including assisting the nurses in administration of night medication.
- In the time available between attending to Service Users, to undertake domestic duties (laundry, ironing, offer snacks, table laying, dusting, cleaning, etc.), as directed.
- To ensure that the security of the Home is maintained at all times.
- Become familiar with policies and procedures and to follow them at all times.



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- Service Users' wheelchairs to be washed and cleaned three times a week and the easy chairs to be cleaned every night.
- To follow approved procedures involving Social Services and associated policies.
- To be careful and considerate with all property and equipment belonging to the home, avoiding unnecessary breakages and damages.
- To carry out other duties that may occur from time to time as may be required by the Manager of Home or his/her Deputy.
- To ensure service users are safeguarded at all times and to raise any concerns with management or the local safeguarding authorities where necessary.

STANDARD REQUIREMENTS

RESPONSIBILITIES IN AN EMERGENCY

Expected to respond to emergency situations involving the safety of service users and others this includes the ability to assist in evacuation of service users, fire drills and false alarms.

CONFIDENTIALITY

Any information relating to service users or staff acquired during the course of duty must be treated in the strictest confidence and discussed only within the establishment with the most senior member of staff on duty.

The post holder must maintain the confidentiality of information about service users and staff in accordance with the professional code of conduct and relevant legislation such as Data Protection.

EQUAL OPPORTUNITIES

The post holder must at all times carry out his/her responsibilities with due regard to the company equal opportunity policy and promote the concepts of equality of opportunity and diversity.

HEALTH AND SAFETY

Employees must be aware of the responsibilities placed upon them under the Health & Safety Act at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for service users, visitors and employees.

1. Promote safe working practices within the home and ensure the security within the home is maintained at all times.
2. Adhere to the Homes disposal of waste policy
3. Understand and ensure the implementation of the Homes Health and Safety policy, and Emergency and Fire Procedures.
4. Report to the Home Manager/Co-ordinator or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.

THIS JOB DESCRIPTION IS AN OUTLINE OF THE KEY TASKS AND RESPONSIBILITIES OF THE POST AND IS NOT INTENDED AS AN EXHAUSTIVE LIST.

THE POST MAY CHANGE OVER TIME TO REFLECT THE CHANGING NEEDS OF THE SERVICE USERS AS WELL AS PERSONAL DEVELOPMENT NEEDS OF THE POST HOLDER.