



JOB DESCRIPTIONS

LD NIGHT CARE ASSISTANT

JOB TITLE:	Night Care Assistant
REPORTS TO:	Unit Leader of Atwell House
ACCOUNTABLE TO:	Manager of Alicia Nursing Home

SCOPE OF THE POST

To provide person centred waking night cover for the service users in the home which includes the performance of domestic duties and other tasks required to assist the day staff with the smooth running of the home. All employees are bound by Company Policies 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, promoting their independence and dignity at all times by offering appropriate level of practical assistance to ensure their emotional, spiritual and physical needs are met.
- To contribute to the formulation, reviewing, amendment or evaluation of any person centred care plans for each service user as required and to be familiar with all care plans and any changes to any care plans concerning every service user.
- To ensure all service users are protected from abuse and to promote and adhere to the local policies for the safeguarding of vulnerable adults.
- Assist service users in all aspects of their care needs and to facilitate and support service users in decision making and to promote choice and involvement in all matters including how the provision is run.
- Ensure service users receive person centred care in accordance with their wishes and they are fully supported to achieve their ambitions, desires and aspirations.
- Encourage a holistic approach to care, maintaining dignity, privacy and individuality of each service user, incorporating psychological, physical, social and spiritual needs.
- To promote service users independence and effective communication using different communication systems.
- Monitor general health of all service users reporting any relevant information to the Team Leader and follow approved handover/take over procedure at the beginning and end of each shift ensuring all relevant information about each service user is accurately recorded in the Kardex and there is good and effective communication with team members.
- To read and write reports as requested, to take part in staff and service users meetings and to attend all mandatory and other training required to ensure you can provide quality care. To recognise your own limitations and training needs and to seek advice and support from your team leader.
- To attend for your supervision and appraisals with your team leader when required.
- Should be computer literate.



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- To be familiar with and promote the principles and objectives set out in ‘Valuing People’ and to work in a way that demonstrates an understanding and commitment to promote the rights of people with a learning disability
- To identify any areas of concern regarding care and to bring such matters to the attention of the team leader so a plan of action can be agreed to best meet the needs of the service user.
- To check, mend, launder and iron service users clothing, bed or bed linen ready for the next morning.
- To assist service users to bed when they choose to retire.
- To provide any refreshments requested by the service users during the night and to assist day staff to ensure service users receive a balanced diet in accordance with their food preferences both in assisting to prepare and provide breakfast as needed and in preparation of food during the night where required to assist staff for the next day. This may include preparation of packed lunches, vegetables etc. All food preparation must be carried out in accordance with food hygiene standards and company policy.
- In the time available between attending to service users, to undertake domestic duties (laundry, ironing, food preparation, table laying, dusting, cleaning etc.) as directed. This includes mopping of floors, cleaning of chairs and tables, emptying of bins, general dusting, closing and opening of blinds/curtains etc.
- To administer medication following company policy.
- To carry out regular checks on service users throughout the night at least at hourly intervals or greater if determined by the unit leader or in accordance with the service users care plan.
- To answer call bells promptly and provide assistance as required.
- To ensure security of the home is maintained at all times and to never leave the premises unless in an emergency and after informing senior management.
- To be aware of fire policy and evacuation procedures and location of fire extinguishers within the home.
- To be careful and considerate with all property and equipment belonging to the home and service users, avoiding unnecessary breakages and damages.
- To ensure service users are safeguarded at all times and to raise any concerns with management or the local safeguarding authorities where necessary.
- To carry out any other tasks that may be required from time to time by the Unit Leader or his/her appointed representative.

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.



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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.