



## **JOB DESCRIPTIONS**

### **SENIOR CARE ASSISTANT - NIGHTS**

**JOB TITLE:** Senior Care Assistant – Nights  
**REPORTS TO:** Deputy Manager  
**ACCOUNTABLE TO:** Manager

### **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. To play a major part in creating a happy and caring atmosphere, and to work as a member of the total care team. All employees are bound by Company Policy and Service Users Charter, which are detailed in separate documents.

### **DUTIES AND RESPONSIBILITIES**

1. To contribute to the support of the Service Users during development programmes and activities.
2. To ensure the health and safety and security of individuals, and be aware of Health and Safety issues.
3. 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.
4. To ensure all service users are protected from abuse and to promote and adhere to the local policies for the safeguarding of vulnerable adults.
5. To oversee the key worker system and being responsible for individual service users and any needs they have.
6. To administer medication in line with the companies medication policy and the service users care plans.
7. To take part in the Service Users and staff meetings and to attend training sessions, as required.
8. Assisting with the administrative duties involved in the home as required and contributing in the development of care plans.
9. To be familiar with policies and procedures and to follow them.
10. To assist service users to bed when they choose to retire if required.
11. 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.



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12. 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.
13. To carry out regular checks on service users throughout the night at least at hourly intervals or greater if determined by the manager or in accordance with the service users care plan.
14. To answer call bells promptly and provide assistance as required.
15. 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.
16. The following tasks must be carried out before going off duty and the report book signed to confirm.
  - a. To ensure that high standards of cleanliness are always maintained.
  - b. To ensure that all fluid charts, meal charts, turning charts etc. are completed where necessary.
  - c. Ensure personal hygiene charts are signed after attending to Service Users.
  - d. Make sure the home is clean and tidy.
17. To attend your supervisions and appraisals when required.
18. To assist Service Users to maintain relationships with family and friends.
19. To follow approved hand-over procedures at the end of each duty session.
20. To arrange and participate in various therapeutic activities, and to escort Service Users when the need arises.
21. To be aware of fire procedures and the locations of fire extinguishers.
22. Should be computer literate.
23. To be careful and considerate with all property and equipment belonging to the home, avoiding unnecessary breakages and damages.
24. To carry out any other duties that may arise from time to time, as required.
25. To ensure they keep up to date with all mandatory and compulsory training.

Any other duties that may reasonably fall within the scope of this post, as may be required from time to time.



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### **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.**