



JOB DESCRIPTIONS

SLEEP-IN CARE ASSISTANT

JOB TITLE:	Sleep-in Care Assistant
REPORTS TO:	Night Senior Care Assistant
ACCOUNTABLE TO:	Registered Manager

SCOPE OF THE POST

A Sleep-In Care Assistant is employed to assist the Night Senior Care Assistant as and when required in the delivery of person centred care required by the service users. All employees are bound by Company Policy and Service Users Charter which are detailed in separate documents.

A bed is provided for the worker to sleep in if he/she is not required for other duties during the night.

DUTIES AND RESPONSIBILITIES

- Socialise with the service users during the early part of the night.
- To offer supper to the Service Users
- To help with the Service Users during the night in the event of an emergency, under instruction from the Night Senior Care Assistant. If you are required to leave the premises such as to accompany a service user to hospital in an emergency then you will be remunerated separately.
- To read and write reports. To take part in staff and Service Users meetings and to attend training sessions as required.
- To be familiar with the needs and care plans in place for each service user.
- To sit with a Service User if they are ill, while the Night Senior Care Assistant calls for a Doctor.
- To assist with some domestic chores before going to sleep.
- To undertake other duties that may be reasonably required from time to time.
- Between 6.00 a.m. and 7.00 a.m. help staff to attend to Service Users if required, and assist with early morning teas.
- To be aware of fire procedures and the locations of fire extinguishers.
- Should be computer literate.
- To ensure service users are safeguarded at all times and to raise any concerns with management or the local safeguarding authorities where necessary.
- To be careful and considerate with all property and equipment belonging to the home or service user, avoiding unnecessary breakages and damages.



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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.