



Night Time Health Care Assistant

JOB DESCRIPTION

JOB TITLE: Night Time Health Care Assistant

REPORTING TO: Unit Manager, Senior Management Team

JOB PURPOSE: To provide a high standard of resident care in the home at night and undertake certain domestic duties which can be performed during night hours.

To provide a safe and caring environment that promotes sleep and underpins the residents' physical, emotional and psychological well-being

RATE OF PAY:

£8.00 Per Hour

**Pay rates to be reviewed April 2018*

SKILLS, KNOWLEDGE & QUALIFICATIONS

Required:

- Enthusiastic
- Good communication and organisational skills
- Team player
- Ability to work on own initiative
- Friendly, creative and confident
- Genuine interest in working with the people with Learning Difficulties
- Have life skills
- Be able to promote independence
- Satisfactory DBS check against the POVA List (where applicable).

No formal qualifications are required to undertake this role as appropriate training will be provided

Desired:

- Previous experience working within the Care Sector, particularly with people with Learning Difficulties
- Qualification in Health & Social Care
- Flexible approach towards working routines

MAIN RESPONSIBILITIES

1. To help residents get ready and get into bed/settle down for the night.
2. To provide a high standard of care overnight, including hygiene, continence, mobility, dressing and general care.
3. To carry out regular checks on residents at intervals determined by the person in charge, and record.
4. To ensure the residents' privacy and dignity is maintained at all times
5. To carry out regular checks on the building at intervals determined by the person in charge with special reference to fire prevention and security.

6. To answer emergency bells or calls from residents immediately and seek further assistance if necessary.
7. To assist residents throughout the night with whatever they need, maybe even just for company, reassurance or a refreshment.
8. To join with the day staff to work as a team in helping prepare residents for bed or assisting them in the morning, as directed by the person in charge.
9. In the time available between attending to residents undertake domestic duties e.g preparing for breakfast, table laying, dusting and hoovering as per rota and record tasks undertaken.
10. To follow and assist with planning individual care by means of care planning.
11. To assist residents and to promote continence at night and complete records.
12. To communicate with the Home Manager and the person in charge both verbally and in writing about the residents' general condition and developments in the home.
13. To promote a safe and caring environment maintaining general tidiness and promoting a homely atmosphere.
14. To work as a team with those staff on duty and communicate between each other.
15. To greet any night visitor with courtesy and ensure identification is sought with reference to security.
16. To answer the telephone and take messages as required.
17. To adopt a positive and pleasant attitude, an approachable manner and give attention to residents' needs.
18. To uphold the key principles of residents' rights, citizenship, independence, choice, privacy, fulfilment and dignity.
19. To maintain confidentiality and discretion in communicating personal matters to senior and other members of staff and other residents and relatives.
20. To respect residents' beliefs and values.
21. To conform at all times with the company health and safety at work policy.
22. To conform at all times with the night procedure and all other procedures in the home.
23. To have knowledge of all procedures within the home.
24. To have good knowledge of the following procedures and know what to do in events that may occur:

FIRE
EMERGENCY
MISSING PERSON
DEATH
MEDICATION
SECURITY

ABUSE
HOSPITAL ADMISSION
HEALTH & SAFETY
ACCIDENT & INCIDENT
MOVING & HANDLING
FIRST AID

25. To be involved in the making of and serving of light meals and beverages.
26. To administer medication at designated times, as prescribed by the GP.
27. To follow the home's night routine as a guide.
28. To be aware of how and when to use the whistle blowing procedure.
29. One member of staff to assume a senior position to hold the medicine keys and take charge in an emergency.
30. To induct other night staff by following the induction procedure.
31. To maintain accurate notes and records of residents and to hand over information to day staff that is relevant to the ongoing care of individual residents.
32. To be available to work occasional day shifts in order to consolidate knowledge of resident needs and company procedures.

Communication:

33. Report any changes in Residents' physical or emotional condition to the Home Manager or Person in charge.
34. Participate in Staff and Resident meetings, as and when required.

Marketing:

35. Actively market the Care Home and promote a positive personal / professional profile within the local community, ensuring the good reputation of the Care Home at all times.

Training & Development:

36. Attend mandatory training days/courses, on or off site, as and when required.
37. Attend regular supervision sessions as required.
38. Maintain professional knowledge and competence.

Health & Safety:

39. Report immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a Resident, colleague, self or another.
40. Understand and comply with all statutory and legal requirements which are relevant such as Health & Safety, Emergency and Fire Procedures, COSHH, all aspects of the Care Standards Act, have a clear understanding of Infection Prevention and Control policies, procedures and measures to maintain a safe environment throughout the home.
41. Report to the Home Manager, or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.
42. Promote safe working practice in the Care Home.

General:

43. Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
44. Notify the Home Manager, or the Person in Charge, as soon as possible of your inability to work, and also on your return to work from all periods of absence.
45. Ensure the security of the Care Home is maintained at all times.
46. Adhere to all Company policies and procedures within the defined timescales.
47. Ensure all equipment is clean and well maintained.
48. Carry out any other tasks that may be reasonably assigned to you.