



## **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:**

£9.00 Per Hour

*\*Pay rates to be reviewed April 2020*

### **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.

#### Safeguarding:

43. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults. Familiarisation with, and adherence to, the Croft Care Trusts Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency.

#### Data Protection:

44. In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific registered purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

#### Confidentiality:

45. Croft Care Trust attaches the greatest importance and confidentiality to resident, staff, health data and other data it holds. All data should be treated as confidential and should only be disclosed on a need to know basis.

Some data may be especially sensitive and is the subject of a specific organisational policy, including personal information relating to the diagnosis, treatment and/or care of patients, individual staff records such as gender reassignment, and some disabilities, such as HIV status and mental health conditions and details or business information such as contract prices and terms.

Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. Due to the importance that Croft Care Trust attaches to confidentiality disciplinary action will be taken for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

All employees should be mindful of the seven information management Caldicott principles when dealing with data belonging to the organisation and person identifiable information.

- i. Justify the purposes of using confidential information
- ii. Only use it when absolutely necessary
- iii. Use the minimum that is required
- iv. Access should be on a strict need to know basis
- v. Everyone must understand his or her responsibilities
- vi. Understand and comply with the law
- vii. The duty to share information can be as important as the duty to protect patient confidentiality

**If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.**

General:

46. Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
47. 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.
48. Ensure the security of the Care Home is maintained at all times.
49. Adhere to all Company policies and procedures within the defined timescales.
50. Ensure all equipment is clean and well maintained.
51. Carry out any other tasks that may be reasonably assigned to you.