

JOB DESCRIPTION

Title: Night Care Assistant

Responsible To: Homes Assistant Manager

Responsible For: N/A

1. GENERAL

- 1.1 Under the general supervision of the Line Manager, to carry out all responsibilities in a way which respects the rights and dignity of the individual and promotes independence
- 1.2 To work in accordance with the aims and objectives of the Home and the principles and practice in residential care for older people as outlined by CHS Group.

2.0 MAIN DUTIES

- 2.1 To assist residents who need help with physical tasks such as dressing, undressing, washing, shaving, bathing, toileting, eating and drinking, etc as recorded on care plans
- 2.2 To respond to call bells and emergencies appropriately
- 2.3 To assist residents with mobility problems and help in the use and care of aids and personal equipment
- 2.4 To care for residents who are temporarily unwell
- 2.5 To apply minor dressings as necessary
- 2.6 To help promote continence through implementing continence programmes as per care plans, emptying and cleaning used commodes, catheter care, changing bedding etc
- 2.7 To help care for residents who are terminally ill and to ensure that they are comforted and their dignity is maintained
- 2.8 To ensure that the correct procedures are adhered to following the death of a resident
- 2.9 Support residents who are awake, and support their needs
- 2.10 To complete housekeeping duties as directed by the Manager
- 2.11 To carry resident's checks at least once every hour or in accordance to their care plans
- 2.12 To operate laundry equipment as necessary to ensure clean clothes and linen
- 2.13 To carry out, as required, cleaning duties and re –stocking that are required for the general cleanliness and health and safety of the home, residents and staff
- 2.14 To ensure that the building and premises are secure at all times

2.15 To administer medication in accordance with appropriate training and medication policy and procedures.

3.0 MISCELLANEOUS

- 3.1 To read and write notes concerned with residents care, reports, records, residents diary sheets, contribute to care plans and other matters that need to be communicated between employees
- 3.2 To attend team meetings, supervision meetings and training sessions and to ensure that any individual training needs identified are met
- 3.3 To answer the telephone if a member of the Home's Management Team is not available, to answer the door, greet visitors and confirm identity, ensuring that the appropriate records are completed
- 3.4 To carry out any other duties consistent with the nature and scale of the post as may be required from time to time to ensure the well being of the residents and the home, and support the general running of the home
- 3.5 To comply with the CHS Group health, safety and welfare policy and contribute to good health and safety practice, in particular, ensuring that the risk assessment process is fully utilised to eliminate or manage risks within the residential care home
- 3.6 To comply with the CHS Group Equality and Diversity Policy Statement
- 3.7 To comply with the CHS Group Schedule One Policy and Procedure
- 3.8 To participate in the quality assurance strategy to ensure that agreed high standards of care are always met
- 3.9 To report to a member of the Home's Management Team any defects in equipment or the building

Behaviours:

Communication – takes steps to keep others informed about what they need to know

Customer Focus – seeks to understand the needs of internal and external customers and aims to exceed these consistently

Flexible and Adaptable – adopts a practical approach to achieve the required results

Teamwork – works effectively with others and ensures team objectives are met.

Acknowledges the good things others do

As the needs of the organisation change rapidly, this role will change accordingly, therefore this document should be viewed as guidelines which are subject to change