



JOB DESCRIPTION

POST: Night Care Assistant

RESPONSIBLE TO: The Home Manager
ACCOUNTABLE TO: The Home Proprietor

QUALIFICATIONS: No qualifications required. Care staff are expected to complete the Care Certificate. Full training is provided.

ESSENTIAL SKILLS:

Mature attitude
Caring and understanding nature
Ability to communicate effectively / empathise
Ability to work as a member of a team and use own initiative
Ability to receive instructions and complete assigned tasks
Ability to organise own workload
Ability to read and understand care plans
Ability to stay awake all night
Well-developed written, verbal and interpersonal skills
Flexible approach to working shifts

DESIRABLE SKILLS, ABILITIES AND EXPERIENCE:

6 months experience in working with elderly people
Health and Social Care NVQ 2 qualification
An understanding of the health needs of Elderly people
Basic First Aid Skills
Up to date training in Food Hygiene, Manual handling, Health & Safety, Care Practice and medication administration training.

JOB SUMMARY

To provide the physical, emotional and psychological support to the Elderly Residents at Winash. To safeguard our residents and to ensure that there is an atmosphere whereby Residents can feel they are autonomous and that Winash is their home. The aim is for Staff to assist and encourage Residents in performing their normal activities of daily living.

RESPONSABILITIES AND DUTIES

1. To arrive on duty at least 15 minutes before the beginning of the shift, in order to be ready for work at the allocated time. To be present at handover.
2. To carry out duties as indicated by the person handing over.
3. To ensure all records and daily note are up to date and detailed before the day shift arrives
4. To ensure the safety of yourself, your colleagues, residents and visitors as per the Health and Safety and Work Act and complete accident/incidents forms as required

5. To provide personal care to those Residents who require it as per their care plan. Upholding the key principles of residents' rights, independence, choice, privacy, fulfilment and dignity.
6. To report any changes in Residents condition as soon as is reasonably practicable.
7. To request medical assistance when necessary and accompany health care professionals to residents' rooms, and update CareDocs with all the details from the visit.
8. To act as an advocate for residents when seeing other health care professionals e.g. GP, paramedics etc.
9. To assist with care of the dying in accordance with agreed protocols or directions.
10. To write daily records on resident's files and record tasks in a timely manner.
11. To encourage Residents to attend outside activities and engage in their hobbies.
12. To greet visitors with a positive and pleasant attitude, an approachable manner, and ensure residents, relatives and visitors' needs are met.
13. To administer and book in medication as per the medication policy (training provided)
14. To check that no doors are propped open and that all automatic fire doors close at 11pm
15. To be alert to any hazards report them as appropriate
16. To promptly attend Residents if they request assistance
17. To ensure 2 hourly checks are completed and document on CareDocs
18. To file paperwork in the front office
19. To prepare and serve meals and drinks as requested by the residents and at the relevant times of day and wash up after, as required.
20. To complete kitchen cleaning tasks as per the schedule
21. To prepare the breakfast trays as per the cook's instructions
22. To undertake any vegetable preparation as per the cook's instructions
23. To polish the dining room tables, fold napkins and refill the salt/pepper/sugar as required
24. To undertake laundry processes, including ironing, as required.
25. To ensure Residents rooms are kept clean and tidy.
26. To answer the telephone and screen calls as required.
27. To adhere to all company policies and procedures.
28. Attend all training as required. ie First Aid, Infection control etc
29. To always maintain the confidentiality of Residents, Staff and Winash
30. Any other duties as deemed appropriate by your Team Leader or Manager.

VOLUNTARY RESPONSIBILITIES AND DUTIES

1. To act as a Champion in any chosen area, for example medication, nutrition, wound-care, dementia, end of life, safeguarding menopause, diabetes or other area of interest. To promote your chosen area to the team and undertake training to further your knowledge.

The above duties and responsibilities are non-exhaustive and will be reviewed periodically and may be changed and/or added to from time to time as required by Winash and/or our residents.