

JOB DESCRIPTION — NIGHT CARE ASSISTANT MOUNTSIDE

Position

Night Care Assistant

Responsible to

Home Manager/ Deputy Manager

Purpose of position

To provide night duty cover in the home for our resident's and to undertake certain domestic duties this can be performed during the night hours. To give services users medication using correct procedures as per training. This is a waking post for all night staff.

Principal Responsibilities

1. To carry out a regular check on service users at intervals determined by the head of home and with due regard for service users' privacy and dignity. There are 2 hourly checks throughout the night on all residents but some resident's needs are higher therefore requiring hourly checks.
2. To carry out regular checks on the building at intervals determined by the head of home with special reference to fire prevention and security. Ensure that all doors including the main front door is locked as well as lower ground floor windows.
3. To answer emergency bells or calls from service users, to assess the situation, to deal with the service user seeking help and to summon the senior care staff on call wherever necessary.
4. To assist service users who need help or reassurance.
5. To administer medication at set medication rounds but throughout the night
6. To join with the day care staff in preparing service users for bed or assisting them in the morning, as directed.
7. After 11pm attending to service users undertake domestic duties primarily in the fields of laundry/ironing, laying all of the service user's breakfast trays, table laying and dusting/cleaning in both upper lounges, as directed.
8. To maintain accurate notes and records in service users' notes and to handover Information to day care staff that is relevant to the ongoing care of individual service users. All service users are to have a written handover.
9. To distribute all of the breakfast trays at 7am and assist residents with their breakfast.

Person Specification — Essential Criteria

1. Self motivated.
2. Organised.
3. Flexible.
4. Caring.
5. Sensitive to the needs of others and to the sick or infirm.

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6. An active team player but also able to work on own initiative.
7. A good communicator.

All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff are expected to respect the requirements under the **Data Protection Act 1998**. All staff must ensure that they are aware of their responsibilities under the **Health and Safety at Work, etc Act 1974**.

Hours of work

Full-time or part-time night duty.