

Cavendish Care Home Ltd

Job Description

Job Title:	Night Care Assistant
Responsible for:	None
Responsible to:	Senior Carer on duty or Home Manager
Job Purpose:	To provide night duty cover in the home and to undertake certain domestic duties that can be performed during night hours.

Key Responsibilities

1. All night care staff should take instructions from the Senior Carer on duty. The Senior Carer is responsible for the building and the assigned staff and residents during the night shift.
2. Call bells must be left by the bed of the resident in order that the bell is easily accessible at all times throughout the night and call bells must be answered immediately.
3. Receive the handover report from the day Senior Carer ensuring due care is taken where there are observations and monitoring required.
4. Serve suppers to residents including those already in bed.
5. Start to help residents to go to bed if they wish to do so, wash resident and use appropriate pads allocated to the resident. (NB only pads allocated to the individual resident should be used for that person)
6. Ensure that every resident has a small light on in their room and close their door (fire procedure) unless a disclaimer is completed. The Senior Carer will have information in relation to the residents who have completed the disclaimer.
7. Check residents with catheters who have night bags in situ.
8. Collect all cups, plates, jugs etc from the rooms of residents, take to the kitchen and wash-up.
9. Hygienically clean tables and chairs in both lounges. Hoover/sweep communal areas and where laminated flooring is in situ, wash the floor. Empty bins and put clean black bags where necessary.
10. Undertake regular round checks; the maximum time between each check should not exceed 2 hours. Complete night check sheets.
11. Complete turn and cream charts as required.
12. Offer refreshments to residents that are awake if they are unable to sleep.
13. Wash and change those residents who are incontinent and use appropriate cream as required. Entering details on appropriate charts.
14. Wash supper dishes and tidy the kitchen including sweeping and washing floor.
15. Undertake laundry tasks (**it is important to read the washing labels before putting in machine**).
16. Undertake ironing tasks and ensure the laundry is clean and tidy and ready for the morning shift.

17. Breaks to be taken with the agreement of the Senior Carer. Breaks are not to be taken with other night care assistants.
18. Wash and dress residents who wish to get up early and any residents who are awake. Check with the Senior Carer on duty in relation to specific resident requirements.
19. Where commodes have been used during the night, ensure that they are emptied and washed out on every occasion.
20. Report to the Senior Carer any changes or concerns in relation to individual residents.
21. Assist residents who are awake with personal hygiene.
22. Empty yellow bags and take to the outside bin and also ensure black bags are removed to the outside bin.
23. Complete care plans during the course of the night.
24. Undertake final report to the Senior Carer to enable a smooth hand-over.
25. To be aware of Health and Safety requirements at work and to ensure all incidents, accidents and near misses are reported and all documentation completed within the agreed timescales.
26. To actively promote equal opportunities.
27. Undertake additional duties from time to time within the level of the post.
28. To facilitate the smooth running of other establishment(s) owned by the family, you may be required on an occasion to cover a shift in another home. Requests of this nature will be kept to a minimum.

Other Duties

All employees have a responsibility to participate in regular supervisions and appraisals with their manager and to identify performance standards for the post. As part of the appraisal process, employees have a joint responsibility with their manager to identify and learning and development needs in order to meet the agreed performance standards.

General Requirements

It is the employees' responsibility to read and sign off policies to show that they understand the procedures to undertake towards attaining the standards required by the Home.

All new and revised policies will be included in a file containing such, a copy in the Senior's office and a copy in Staff room. Applicable policies have been inserted into the Employee Handbook.

I agree to be bound by the duties detailed herein

Name:

(Capitals please)

Signed:

Dated: