

Rapport Housing & Care

Job Description

Job Title: CARE ASSISTANT (NIGHTS)

Job Code: CR04N

Job Holder:

Department: CARE

Position in the organisation:

Responsible to: Senior Carer / Care Team Leader

Direct reports: None

Works in conjunction with: All residential home staff and external agencies as required

Summary of Main responsibilities:

To provide wakeful night duty cover in the home and to share with other staff in meeting the person centred care needs of residents in a way that respects the dignity of the individual and promotes independence. To undertake housekeeping duties that can be performed during night hours.

Main Duties and Responsibilities:

1. Carry out regular checks on residents at intervals determined by the resident, their care and support plan or professional guidance
2. Carry out regular security checks on the building with special reference to fire prevention, at intervals determined by the General Manager.
3. Answer emergency bells, assess the situation, deal with the resident seeking
4. Support and summon the senior care staff if appropriate.
5. Assist residents who need support, reassurance or comfort.
6. Ensure that residents receive timely access to person centred care in response to their changing needs join with the Day Care staff in supporting residents to bed, based on their person centred requirements, and likewise provide support in the mornings.
7. Administer medication according to the laid down procedure.
8. Ensure person centred care is provided for end of life care
9. Read and write reports in residents daily records and/or care and support plans, take part in staff and other meetings and in training activities as directed.
10. Work with all staff towards agreed policies and standards of care in keeping with the stated beliefs of the Organisation.
11. Work to promote equality and diversity, and eliminate discrimination for all the Organisation's service users, staff and volunteers.
12. Take part in staff and residents' meetings and in training activities as directed.
13. Take part in individual performance reviews as required.
14. Undertake duties primarily in the fields of laundry/ironing, table laying or other tasks on the duties list as directed in the time available between supporting residents with their needs.

No job description can cover every issue that arises within the post, and the post holder may be required to carry out other duties as deemed necessary, commensurate with the principal function of the post and the capability of the post holder.

PERSON SPECIFICATION

Job Title: Care Assistant (Nights)

Competency	Performance Criteria
Professional Practice:	
Modelling best practice	<ul style="list-style-type: none"> • Demonstrate evidence of appropriate qualification to undertake the post • Know (or be trained to know) the correct procedures for carrying out these duties • Demonstrates care and compassion for, older people • Willing to undertake training
Decision making	<ul style="list-style-type: none"> • Report any changes to the residents' wellbeing including their general environment
Health & Safety	<ul style="list-style-type: none"> • Ability to safely use moving and handling equipment • Application of H&S practices
Interpersonal Skills:	
Teamwork	<ul style="list-style-type: none"> • Play an active role in creating a team working environment • Prioritise • General time management
Management of diversity	<ul style="list-style-type: none"> • Demonstrate awareness of different values/cultures amongst residents and staff
Effective communication	<ul style="list-style-type: none"> • Communication skills with different groups, e.g. staff, residents, local community
Self development	<ul style="list-style-type: none"> • Evidence of keeping up to date with related issues • Take on further responsibilities • Undertake relevant training
Personal Attributes:	
Mutual support	<ul style="list-style-type: none"> • Be aware of support needed by others • Consider how actions could support others • Be prepared to give encouragement and support when needed • Offer support other groups
Communication skills	<ul style="list-style-type: none"> • Explain things simply • Keep to the point • Style that is warm and friendly • Listens carefully and attentively
Interpersonal sensitivity	<ul style="list-style-type: none"> • Ability to create confidence in residents and visitors • Respect the dignity and privacy of all contacts • Demonstrate a pleasant, professional manner • Caring, empathetic and enabling approach
Team working	<ul style="list-style-type: none"> • Happy when working in a team environment • Promote harmony within the team • Loyal to the team as a unit

TRAINING REQUIREMENTS

The duties of the post necessitate the following essential training elements being completed subsequent to employment.

Training Element
<ul style="list-style-type: none">• Induction• NVQ Level 2 in Health and Social Care or equivalent i.e. the Skills for Care: Care Certificate• Emergency First Aid• Moving & Handling• Adult Protection• Equality & Diversity• Safe Handling of Medicines• Fire Awareness• Basic Health & Safety (including COSHH regulations)• Infection Control• Knowledge of home's specialty, e.g. Dementia Care, Parkinson's Disease• Behavior that may challenge