

NIGHT CARE ASSISTANT JOB DESCRIPTION

JOB TITLE: NIGHT CARE ASSISTANT
SALARY: £7.85 / HOUR BASIC, NVQ2 £8.10 / HOUR, NVQ3
£8.60 / HOUR upwards.
WEEKENDS additional 50p / hour for hours worked from midnight to midnight Friday to Sunday. £1.25 / HOUR for Saturday night
Double pay Bank holidays.
Call out £5
ANNUAL LEAVE: 5.6 WEEKS PRO-RATA
ACCOUNTABLE TO: PROPRIETOR
REPORTS TO: MANAGER
BASED: WINASH REST HOME
9 ALBERT ROAD,
CLEVEDON.
BS21 7RP

PERSON SPECIFICATION

1. Essential Qualifications

- 1.1 Mature attitude
- 1.2 Caring and understanding nature

2. Essential Skills, Abilities and Experience

- 2.1 Experience in caring or working with older people
- 2.2 A willingness to learn more about the health needs of Older people, both physically and mentally
- 2.3 Ability to empathise and communicate effectively
- 2.4 Ability to work as a member of a team
- 2.5 Ability to work as a member of a team
- 2.6 Ability to use own initiative
- 2.7 Ability to organise own workload
- 2.8 Well developed written, verbal and interpersonal skills
- 2.9 Flexible approach to working shifts

3. Desirable Skills, Abilities and Experience

- 3.1 At least 6 months experience in Care field
- 3.2 NVQ2 in Care
- 3.3 Basic First Aid Certificate
- 3.4 Food Hygiene Certificate, Moving & Handling, Care Practice, Health & Safety, Safe Administration of Medicines

PURPOSE OF THE POST

To provide the physical, emotional and psychological support to the Older people who live at Winash (Residents). To ensure there is a homely welcoming atmosphere whereby the resident can feel that they are autonomous and that Winash is their own home. The aim is for Staff to assist and encourage residents in performing their normal activities of daily living and to provide them with a safe environment.

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KEY ACCOUNTABILITIES

- TO WINASH POLICIES & PROCEDURES
- TO FULFILLING WINASH POLICIES & PROCEDURES

MAIN TASKS

1. To arrive on duty at least 10 minutes before the beginning of the shift, in order to be ready for work at the allocated time
2. To take report from the previous shift and carry out duties as indicated
3. To assist those residents that require it with their personal hygiene i.e. undressing, washing, bathing
4. To ensure medication is administered correctly once training has been completed.
5. To serve drinks to residents as requested and some early breakfasts
6. To prepare some of the items for the cook to set up for breakfast
7. On occasion some vegetable preparation if requested.
8. To clean a section of the kitchen at night to do the ironing
9. To launder Residents clothes as required
10. To polish the Dining room tables
11. To promptly attend Residents if they request assistance
12. To ensure regular checks are carried out every 2 hours on Residents to ensure they are safe
13. To check for any hazards at night,
14. To check all doors are not propped open and any automatic fire doors close after 11pm
15. To act as advocate if Doctor requested in the night
16. To maintain Confidentiality of Residents, other Staff and working practices of Winash
17. To participate in any Inspections should they occur at night
18. To ensure Residents rooms are kept clean & tidy
19. To wash up as required
20. To report changes to Person in Charge
21. To write records from Care Plans
22. To complete Accident Reports as required
23. Attend training as required ie First Aid, Infection control, Moving & handling etc
24. Any other duties as deemed appropriate with line Manager

This job description is intended as an outline of general duties.

The post holder would be required to give 6 weeks notice.

Updated 08/04/2016