



## **JOB DESCRIPTION**

<b>Post:</b>	<b>Senior Night Care Assistant</b>
<b>Reporting to:</b>	<b>Team Leader</b>
<b>Job Purpose:</b>	<b>To be responsible for the safety and care of customers in residential care during night hours, and to update care plans as appropriate.</b> <b>To supervise night staff, and ensure that a safe environment is maintained for both customers and staff during night hours.</b>

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### **MAIN RESPONSIBILITIES:**

1. To be responsible for running the unit at night and to attend to customers' individual and personal care needs in accordance with individual care plans, to ensure the safety and care of customers in residential care during night hours.
2. To supervise the Night Care Assistant(s), prioritising and allocating their work as appropriate to ensure that customers individual care needs are met.
3. To be the responsible person for the security of the building and of customers undertaking regular checks of customers, the security and safety systems within the unit to ensure the safety of customers and staff throughout the night.
4. To act as the appointed person for dealing with emergency situations, including assessing the situation, liaising with emergency services and notifying family members where appropriate to ensure the health and safety of customers and staff.
5. To check and administer medication to customers in accordance with unit policies and procedures to ensure the health and safety of customers.
6. To update individual care plans, recording all activities and dealing with or referring any issues of concern that may arise, and providing a shift report after each shift has finished to ensure that customers receive support and care appropriate to their needs.
7. To supervise and undertake a range of domestic duties, such as cleaning, laundry and basic food preparation as required, in order to ensure the smooth running and cleanliness of the unit.
8. To monitor supplies and report on stock levels to the line manager to ensure there are sufficient supplies to deliver services.

9. To provide practical support and assistance to customers, families and colleagues and deal with issues referred by other team members or external partners and agencies in order to provide a high quality residential care service.
10. Demonstrate awareness / understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
11. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the company.
12. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the role to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, tasks will be flexible, within the spirit of the role, to reflect changing needs and circumstances.



**PERSON SPECIFICATION  
Senior Night Care Assistant (Grade E)**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION &amp; QUALIFICATIONS</b>		
This post will require satisfactory clearance of a criminal records bureau disclosure.	✓	
NVQ level 2 in Health and Social Care and / or equivalent qualifications.	✓	
Willingness to work towards NVQ level 3 in Health and Social Care		✓
<b>EXPERIENCE &amp; KNOWLEDGE</b>		
Relevant experience of working in a care environment.	✓	
Numerate and literate.	✓	
Knowledge of health, safety and hygiene standards and first aid.	✓	
Undertaken manual handling training / experience of manual handling.	✓	
<b>ABILITY &amp; SKILLS</b>		
Able to demonstrate effective communication skills.	✓	
Have empathy with customers.	✓	
Able to supervise staff.	✓	
The ability to work on own initiative and prioritise own and others work and to work under pressure.		
A good common sense approach.	✓	
To be able to maintain accurate records.		
To be physically able.	✓	
Tolerant, adaptable and flexible.		✓
Able to work in and develop a team.		✓
Able to relate well to a wide range of people of differing abilities.		✓
Ability to display empathy, kindness, respect and compassion, and to build relationships with those we support and those around them	✓	
Awareness of sensitivity and discretion in all verbal and written information (Data Protection)	✓	
Ability to work flexibly, e.g. evenings, weekends, Bank Holidays, to meet the needs of the service and its customers	✓	
<b>EQUAL OPPORTUNITIES</b>		
Respect for people's different backgrounds and an understanding that this may affect how care and support is best provided	✓	
Understanding of equality standards and diversity issues and their impact in social care services		✓

