

## JOB DESCRIPTION

**Post:** Night Care Worker

**Location:** All Services

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**Accountable to:** Service Manager, Deputy Service Manager, Team Leader, Senior Care Worker, Care Coordinator or equivalent

**Direct reports:** N/A

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## WORKPLACE VALUES

The post holder will be expected to operate in line with our workplace values, which have been co-produced by individuals who use our services.

### Our core values:

- **Big Hearted:** we say that we are proud of the quality of care, empathy and kindness we offer to the people we support and each other;
  - **Count on Us:** we act in a way that you can rely on us to be able to meet the needs of the people we support and each other;
  - **Together as One:** we say that we take pride in working as a team to deliver a very person-centred service;
  - **People Focused:** we recognise the importance of transparency, trust, recognition and development within our workforce.
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## JOB PURPOSE

Attend to the care needs of the residents as necessary during the waking night duty cover in the home and to undertake certain domestic duties, which can be performed during the night hours.

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## MAIN DUTIES

1. Assist service users with all aspects of personal care as required.
2. Participate in the service of snacks and assist service users with eating and drinking as necessary.
3. Carry out regular checks on service users at intervals determined by individuals care plan and with due regard for privacy.
4. Regularly check the building with special reference to fire prevention and security, at intervals determined by the Service Manager.
5. Answer emergency bells, assess the situation, and deal with the service users seeking help or advice from the sleep in or on call as appropriate.

6. Undertake domestic duties as appropriate, including simple food preparation.
7. Administer a small amount of medicine as required. This can include emergency medication, as recorded in the care plan.
8. Prepare brief reports and maintain records as required and communicate information to other team members at handover.
9. Prepare for and attend supervision sessions, staff and residents meetings as required.
10. Participate in training and other development activities as required.
11. Undertake any other duties, as directed from time to time to meet the operational requirements of the service.

### **SPECIAL CONDITIONS**

Required to work weekends and bank holidays in accordance with a planned rota.

### **OTHER**

There is an expectation placed on all employees to achieve the appropriate level of professional qualification at the first possible opportunity.

### **GENERAL**

The post holder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change. In particular the post holder will be self-motivated and will effectively prioritise activity to achieve the maximum benefit.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All employees are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The organisation has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the organisation.

Due to the nature of the post, the individual will be required to undertake any checks as required under Safeguarding and/or relevant employment legislation.

Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of conduct, codes of practice and legislation in relation to the General Data Protection Regulations.

Undertake and participate in training, coaching and development activities as appropriate.

An Enhanced DBS Check.

**Date:** February 2020

## PERSON SPECIFICATION

Jobholder Requirements – Night Care Worker	Essential or Desirable
<b>Qualifications/Training</b>	
Level 2 Diploma in Health & Social Care or equivalent	D
<b>Experience &amp; Knowledge</b>	
Experience in a caring role	E
Experience of working with vulnerable people within a care environment	D
Awareness of health & safety and risk within a residential/care home environment	D
Awareness of individual assessment, planning and review processes	D
Awareness of the needs of vulnerable people and their carers	D
<b>Skills/Attributes/Aptitudes</b>	
Able to follow a care plan	E
Able to communicate well with service users, their carers/relatives and other professionals	E
Able to record information and have an acceptable level of literacy and numeracy appropriate for this role	E
Confident, professional and caring approach to meet the individual support needs (physical, personal, emotional) of vulnerable people and their carers	E
Reliable and punctual	E
Able to work flexibly, independently or as part of a team and take decisions when appropriate	E
Positive and enthusiastic approach to work	E
Tactful and diplomatic approach to others	D
Receptive to change	D
Ability to demonstrate behaviours that are aligned to the Company's core values	E
<b>Specific Requirements</b>	
Enhanced DBS Check	E
Required to work weekends and bank holidays, in accordance with a planned rota	E