

Job Description

Job Title: Night Care Assistant

Department: Residential Homes

Primary objectives:

To offer emotional, physical and social support to people who live in the Home, respecting and upholding the rights and wishes of each individual, to promote and maintain a high quality of service to each person.

Main duties:

- 1) Fulfilling the Regulations of the Health & Social Care Act 2008 (Regulated Activities), the Care Quality Commission Regulation 2009 and to meet the Essential Standards of Quality and Safety.
- 2) To ensure that all Policy & Procedures of Vista are fully implemented in the Home.
- 3) To ensure that the Home is run in accordance with the Vision and Mission Statements of Vista and in keeping with Vista's Core Principle, Charter or Rights and Vista's Code of Conduct.
- 4) To support individuals as needed with any medication, physical and personal care, according to their Support Plan.
- 5) To assist mobility, following approved moving and handling procedures, according to individual Support Plans.
- 6) To meet any specific needs that each person may have through the night, to ensure their comfort.

- 7) To observe and respond to any changes occurring during the night, referring to the on-call manager when appropriate.
- 8) To undertake the role of Night Shift Leader as and when rostered.
- 9) To complete observations and safety checks on Service Users throughout the night in accordance with their individual Support Plans.
- 10) To ensure that the building is secure.
- 11) To maintain clear records as appropriate.
- 12) To keep up-to-date with the needs of each person by handover immediately when coming on duty and ensuring that reports are completed before going off duty.
- 13) To participate in training and development as appropriate to the post and to take responsibility for personal development and learning.

Additional responsibilities:

- 1) To ensure activities comply with current law
- 2) To operate within the law at all times, with particular reference to health and safety; safeguarding; equality and data protection legislation
- 3) To work flexibly, including additional hours from time to time to meet the needs of the job, and some unsocial hours working

Prepared by: PS/JR

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This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Criteria	Essential	Desirable	How Identified (e.g. form, interview, test)
Qualifications & Training	<ul style="list-style-type: none">▪ Level 2 qualification in Health & Social Care or a willingness to work towards a Level 2 Diploma in Health & Social Care	<ul style="list-style-type: none">▪ Level 3 qualification in Health & Social Care or equivalent.	Application form/ interview/ certificates
Experience	<ul style="list-style-type: none">▪ Previous experience of working with people in a residential or health setting, minimum 12 months.▪ To demonstrate compassion and empathy in your approach to caring for older people/adults, either through previous work or life experience	<ul style="list-style-type: none">▪ Previous experience of working with people with a sight loss /dementia.	Application form/ interview/ references
Skills & Knowledge	<ul style="list-style-type: none">▪ Ability to work on own initiative and as a member of a team to	<ul style="list-style-type: none">▪ Knowledge of Key Worker or similar system.	Application form/ interview

	<p>support service needs.</p> <ul style="list-style-type: none"> ▪ Competent to administer medication and First Aid as required ▪ Display a practice which shows a high regard for people, their property and their rights. ▪ Ability to work closely with people and their families. ▪ To respect people’s privacy, dignity, choice and confidentiality at all times. ▪ Calm manner. 		
<p>Personal Qualities</p>	<ul style="list-style-type: none"> ▪ Good verbal and written communication skills in English. ▪ Commitment to provision of and development and delivery of a high quality Residential Service ▪ Experience of liaising with other Agencies ▪ Show empathy, compassion and be committed. ▪ Work on own initiative ▪ Be able to solve problems ▪ Prioritise workload ▪ Be able to delegate work 		<p>Application form and interview</p>

	<ul style="list-style-type: none"> ▪ Motivated and committed to leading and developing a Staff Team. 		
Other	<ul style="list-style-type: none"> ▪ Commitment to equal opportunities and Vista’s Statement of Culture, Values and Core Principles. ▪ Must be able to work flexibly including evenings, nights, weekends and Bank Holidays in accordance with the needs of the Home ▪ (Nights only) Must be willing and able to undertake the role of shift leader as and when rostered. ▪ Willingness to take part in and help organise activities in and outside the Home. ▪ Must be prepared to work unsocial hours. ▪ Ability to assist with moving and handling of individuals and equipment. 	<ul style="list-style-type: none"> ▪ Experience of public relations or fundraising with the local community. ▪ Driving License and own transport. 	Application form/ interview