

Title: Night Duty Care Assistant

Accountable To: The Manager

Reports To: Senior Care Assistant

Base: Duncreggan

Basic Function:

To attend to the social, emotional, physical and spiritual needs of residents under the direction and supervision of senior staff.

Duties:

1. Helping to create a relaxed homely environment which will maintain and enhance the quality of care for each resident and maximise opportunities for choice.
2. To adopt a pleasant attitude, an approachable manner and give attention to residents needs
3. To help residents get ready and get into bed/settle down for the night
4. To provide a high standard of care overnight, including hygiene, continence, mobility, dressing and general care
5. To carry out regular checks on residents during the night and record
6. To answer emergency bells or calls from residents immediately and seek further assistance if necessary
7. To carry out regular checks on the building with special reference to fire prevention and security
8. In the time available between attending to residents undertake domestic duties e.g. preparing for breakfast, table laying, dusting, hoovering, ironing and washing floors and record tasks completed
9. To ensure the health/safety and welfare of residents are the primary consideration at all times.
10. To work within a flexible duty roster designed to ensure that the Home is appropriately covered at all times
11. Reporting to the senior staff on duty untoward incidents, e.g. Falls, accidents, incidents and complaints, etc. and maintaining a record of same.
12. To work as a team with those staff on duty and communicate between each other
13. To induct other night staff by following the induction procedure
14. To maintain accurate notes and records of residents and to hand over information to day staff that is relevant to the ongoing care of individual residents
15. Be aware of how and when to use the whistle blowing procedure
16. Maintaining appropriate records as required by the Home.
17. To be registered and maintain registration with the NISCC
18. Attending and contributing to staff meetings.
19. Participation in a programme of formal supervision.
20. Participation in in-house training and other courses organised/arranged by the Manager.
21. Adhering to policies and procedures set out for the Home.

This job description is not meant to be definitive and is open to modification to meet changing needs.