

## **JOB DESCRIPTION**

**Job Title:** Night Care Assistant

**Responsible to:** Registered Care Manager

**Location:** Alexandra House, Hillborough Road B27

**Brief Description:** Alexandra House is a registered care home for 36 older people.

### **Duties:**

To share with other staff in meeting the personal, physical and emotional needs of service users' in a way that respects the dignity of the individual and promotes independence. To be responsible for nightly health and safety checks, and to work flexibly in accordance to the needs and requirements of the home.

### **Tasks & Responsibilities:**

#### **For All Care Assistants**

1. To assist service users who need to help with getting up in the morning, dressing, undressing, washing, bathing and toileting.
2. To help service users with mobility problems and other physical disabilities, including incontinence, help in use of care of aids and personal equipment.
3. To care for service users who are temporarily sick and needing, for example, minor dressings, bed nursing, help with feeding etc.
4. To make and change beds as necessary and to empty and clean commodes tidy rooms and general light cleaning
5. To inspect and check service user's clothing.
6. To answer emergency bells, the door and telephone and to greet visitors.
7. To read and write reports: take part in staff and service user's meetings and in training activities as directed.
8. To perform such other duties as may be reasonably required.
9. To comply with the home's guidelines and policies at all times.
10. To report to the Care Manager any significant changes in the health or circumstances of a service user.
11. To encourage service user's to remain as independent as possible and to fully embrace and respect their right to dignity and choice.

All Staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff are expected to respect the requirements under the Data Protection Act 1998. All staff must ensure that they are aware of their responsibilities under the Health and Safety at Work Act 1974.

**Please note that the successful applicant will be subject to an enhanced DBS check.**

Signed..... Date .....