

## STAFF JOB DESCRIPTION

**JOB:** WAKING NIGHT CARER

**REQUIREMENTS:** NVQ in Continuing Care at level 2 or above (or working towards)

**JOB SUMMARY:** To participate as a full and active member of the care team in providing a high standard of client care. You may be asked to assist with duties other than outlined below and carry out some duties unaided and unsupervised. Senior Health Care Assistants will have delegated responsibilities, with the manager or senior carer maintaining overall responsibility for the shift.

**ACCOUNTABLE TO:** The Home Manager

## DETAILS OF RESPONSIBILITIES:

1. To carry out instructions from the Manager or senior carer, professionally and promptly.
  - 1.1 Day to day management of a defined area.
  - 1.2 To be observant of any changes in the residents' condition and to report to the Manager or Senior Carer.
  - 1.3 To be fully conversant with the correct moving and handling techniques, use of handling aid, and to be personally responsible for attending updates in these respects.
  - 1.4 To be fully conversant with the Fire Procedures and use of equipment and to be personally responsible for ensuring attendance at regular fire lectures and drills, at least annually.
  - 1.5 To be conversant with Health and Safety policies and to report any accidents or unusual occurrences to residents, staff or self, promptly to the Manager or Senior Management Team.
  - 1.6 To be conversant with all policies and procedures as laid down by the Company.
  - 1.7 To participate in staff meetings as required.
  - 1.8 To attend courses and in-service training as and when it is offered.
  - 1.9 To ensure agency staff are given clear guidance about tasks delegated to them.
  - 1.10 To ensure safe-keeping of residents' clothing and property.
  - 1.11 To maintain confidentiality of residents in all respects.
  - 1.12 To be fully conversant with residents' care plans, notes and assessments.
  - 1.13 To have the ability to write residents' care plan and to write accurate and comprehensive daily reports on care given.
  - 1.14 To wear uniform in full whilst on duty.
  - 1.15 To maintain a happy, healthy working relationship, this will be conducive to a professional atmosphere.

- 1.16 To adhere to the policy of not accepting gifts from residents without the permission of the manager.
- 1.17 To adhere to the home's no smoking policy.

## DUTIES

2. **Direct client care** – Care of resident's hair, teeth, nails and general hygiene. Assist with washing residents. Assisting residents in and out of bed, accompanying them to the toilet.
- 2.1 **Feeding residents and distributing meals** – help residents with supper and breakfast meals, assist them to the dining room, distribute meals, clear plates etc to the kitchen. Feed individual residents when required. Be aware of special dietary needs of residents.
- 2.2 **Bed making** – Make beds after resident supported up, changing linen and leave room tidy.
- 2.3 **Observation and collection of specimens** – Giving and removing pans, and commodes. Saving of specimens as required (e.g. Urine, stool, sputum and vomit)
- 2.4 **Medication round** – Conducting medicine rounds in accordance with the Home's policy on medication administration.
- 2.5 **Recording** – Recording resident's fluid and food intake / out put and reporting any changes. Taking and recording blood pressure and pulses. Monitoring blood sugar of diabetic residents. Complete individual's records and handover record.
- 2.6 **Pressure areas** – Moving, turning and transferring residents as needed. Recognising at risk residents, reporting accurately any changes in skin integrity. Use of pressure relieving aids.
- 2.7 **Meeting with other Health Professionals and Doctors** – Escorting doctors when visiting and being on hand to answer queries and questions from community nurses, doctors, care managers, etc as necessary.
- 2.8 **Cleaning Tasks**– To carry out and complete tasks identified on Waking Night Schedule, **SIGNING** to confirm completed. Highlighting, any issues at handover.
- 2.9 **General** – answering the telephone, taking, recording, and transmitting messages accurately and fully.

**NOTE:** Information of a confidential nature, in particular any information relating to client, individual staff records, contract terms, wages, etc must not under any circumstances be divulged or passed on to any unauthorised person(s) in adherence to confidentiality policy.

THIS JOB DESCRIPTION IS INTENDED AS AN OUTLINE AND SHOULD NOT BE REGARDED AS A FINITE LIST OF ALL DUTIES. IT MAY BE AMENDED ON OCCASION TO TAKE INTO ACCOUNT OF ANY CHANGES IN SERVICE.

Employee Signature:

Date: