

Job Description

Note: This description is not intended to establish a total definition of the job, but an outline of the duties.

Job Title:	Night Care Assistant
Rate of Pay:	£9.21 per hour with enhanced rates at weekends
Location:	Princess Alexandra Home for the Blind
Accountable To:	Care Manager and her/his deputy(s).
Responsible For:	To care for the comfort and safety of residents overnight.
Working Arrangements:	A three-week rota, as part of a seven day shift system – working from 10 pm until 8 am.

Main Duties:

1. To check the premises are secure:
 - (i) Check all doors and windows.
 - (ii) Check Sharples Hall and lock if necessary.
 - (iii) Disconnect electric plugs in lounges.
2. To prepare the premises and facilities for the following day:
 - (i) Empty waste bins.
 - (ii) Clean lounges.
 - (iii) Undertake laundry and ironing.
 - (iv) Prepare dining room for breakfast.
3. To care for the overnight needs of residents:
 - (i) Make a regular tour of the establishment to ensure residents are comfortable and sleeping.
 - (ii) Give medication as instructed by duty manager.
 - (iii) Attend to the personal needs of residents e.g. toileting.
 - (iv) Serve early morning tea.
 - (v) Complete a night report noting any incident or accident and changes in mental or physical condition.
 - (vi) Report any major changes or incidents to the duty manager.
4. To carry out duties and respond as required in connection with any Quality System in place [e.g. IIP, ISO 9001:2015].
5. To carry out other associated duties, responsibilities and training as required from time to time by the duty manager.
6. To maintain harmonious working relationships with residents, staff and colleagues.

Signed: _____
[Employee]

Date: _____