|  |  |
| --- | --- |
| **Abbeyfield Ferring Society**  | **JOB DESCRIPTION** |
| **Job Title**  | Care Assistant – Nights  |
| **Unit** | Care Home  |
| **Responsible To** | Senior Night Care Assistant (or senior staff member on shift)  |
| **Responsible For** | - |
| **Salary** | Mon-Thu £10.00 per hour, Weekend £11.00 per hour  |
| **Hours of Work** |  |
| **Role Category** | Frontline worker  |

|  |
| --- |
| **Job Requirements** |
| **Essential** | * The ability to communicate well in the English language
* The ability to work with empathy and dignity at all times
* The ability to present clear and accurate records
* Satisfactory DBS check
 |
| **Desirable** | * Previous experience of a care environment
* Experience of providing and assisting in personal care
* Qualification in care
 |

# Job Purpose

To meet the night time needs of residents living in the care home by working under the direction of the Senior Night Care Assistant (or senior staff member on shift) to provide care with compassion and dignity at all times

To assist implementing and developing care plans for residents that meet their personal and social care needs that reflect their choice as an individual while upholding dignity and respect and independence.

To promote in a positive and professional manner the image of Abbeyfield Ferring Society.

**Main Duties**

* To help and support residents during their night time routines and assist them to settle for the night.
* To support residents at night with any personal care needs.
* To offer hot drinks if required throughout the night period
* To help care for residents who are dying
* To work as part of a team to provide a laundry service to residents for example, collecting dirty clothes from resident’s rooms, washing, drying and ironing the clothes and returning to their room.
* To familiarise yourself with operational aspects of the home, for example, the stop valve for the water, the central off switch for gas, the room call systems and the fire and evacuation procedure
* To set breakfast trays and offer residents early morning drinks of required
* To assist early rising residents with any help they may require.
* To attend required training for the role, and to ensure all mandatory training needs are up-to-date and to attend staff meeting as and when required

**Health and Safety**

As an employee you have a responsibility under the Health and Safety at Work Act 1974 to:

1. Take reasonable care of yourself and others at work
2. Co-operate with Abbeyfield Ferring Society to ensure the laws relating to health and safety are not broken.
3. Report any problems or concerns about health and safety to the Site Manager, Chief Operating Officer or a member of the Board of Trustees.

**Equal Opportunities**

Abbeyfield Ferring Society is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

**Confidentiality**

The post holder is required to observe strict and complete confidentiality regarding information obtained during the course of his/her duties.

**Scope of Job Description**

This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the post holder.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Date** |  |

 **ABBEYFIELD FERRING SOCIETY ROLES SPECIFICATION**

|  |
| --- |
| **Leadership Levels** |
| **Frontline Worker** | Applies to all staff without a direct supervisory or management responsibility working directly with or for the users of our services or within a support function. For example housekeeping assistant, care workers, support workers and administrators |
| **Frontline Leadership** | Applies to all staff with a supervisory responsibility working directly with or for the users of our services or work without direct supervision within a support function. For example, senior care assistants, senior support workers, head cook, deputy managers  |
| **Operational Leadership** | Applies to all staff with direct line management responsibility for a service, a defined group of staff and/or for a support function. For example registered managers, service managers, office managers.  |
| **Strategic Leadership** | Applies to all senior managers with responsibility for the strategic direction and operational management of Abbeyfield Ferring Society. For example, Chief Operations Officer and Trustees  |