

# **Penny Pot Care Home**

## **JOB DESCRIPTION — NIGHT CARE ASSISTANT**

### **Job Role: Night Care Assistant**

**Responsible to: Manager, Senior Carer, Team Leader**

### **Purpose of position:**

To Provide night time care at Penny Pot and to complete certain domestic duties, which can be done overnight.

### **Principal Responsibilities**

- To carry out regular checks on service users as determined by Management or Senior Staff ensuring that service users' privacy and dignity is respected and regarded at all times.
- To carry out regular checks on the building as determined by Management or Senior Staff ensuring the safety and security of the home.
- To answer any and all emergency bells, to assess the situation and condition of the Service User's, to help/assist the service user seeking help and to summon/inform the Senior on shift wherever necessary.
- To assist service users who need help or reassurance throughout the night.
- Help assist the day staff with putting Service User to bed, and getting them up in the morning, as requested by Management or Senior Staff
- During the night you will be required to complete domestic duties such as laundry/ironing, food preparation, table laying or dusting/cleaning, if there is time between attending to Service Users and as directed by Management and Senior Staff
- To maintain accurate notes and records about each service users on the Care Docs System and to handover all relevant information to day care staff regarding the ongoing care of individual service users.
- To report to the manager of any significant changes in the health or circumstances of a Service User
- To encourage Service Users to remain as independent as possible
- To respect the confidentiality of all matter and the requirements of the Data Protection Act
- To ensure awareness of the employee's responsibility under the Health and Safety at Work Act 1974
- Cover absences for night and day staff, as and when required across both Penny Pot and Marmora.
- To escort Service Users to the Hospital in the case of an emergency.
- Any other duties as required.

### **The Perfect candidate will have the following attributes;**

- Caring Nature
- Friendly and positive attitude
- Willing to learn and take on challenges
- Patient and understanding

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- Honest and trustworthy
- Have a genuine interest within the Care Sector
- Flexible approach to work
- **6Cs of care**
  1. Care
  2. Compassion
  3. Courage
  4. Communication
  5. Commitment
  6. Competence

*Please be aware that this job description only depicts some of the key duties and responsibilities and is not an exhaustive list. Duties will vary over time and may change in accordance with new laws and regulations.*