

Post Title: Night Care Officer AA298

Evaluation: 470 points

Grade: N06

Responsible To: Resource Manager / Manager / Team Leader

Responsible For: N/A

Job Purpose: To attend to the personal care needs of service users, to achieve maximum contentment and independence commensurate with that person's abilities and potential.

Main Duties: The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To care for the wellbeing of service users through the night, attending to their needs and summoning assistance when necessary through the GP, ambulance service or on-call system as appropriate.
- 2 Monitoring service users welfare through the night following guidance from senior staff, with a minimum once hourly check on each service user unless otherwise directed.
- 3 To ensure the security of the building through the night to include attending to any building checks as warranted under Health and Safety or Fire Safety procedures, for example, checking of emergency lighting and smoking areas, as indicated by senior staff.
- 4 To be involved in a working relationship with service users within the care plan and under guidance from the senior worker, based on an assessment of the service user's needs, feelings and previous life experiences. To work with them towards achieving maximum independence by offering support, guidance and promoting the necessary environment and structure within and outside the establishment.
- 5 Through discussion with the senior worker, assist in the implementation of the care plan, and through observation and recording provide information regarding service user progress to enable the senior worker to review the individual service user care plan.
- 6 Assist the service user to deal with behavioural problems and work to meet the emotional and social needs of service users.
- 7 Escorting service users to hospital when necessary, reporting any development and changes in the service user's condition to the senior worker.

- 8 Undertake duties of a physical nature, for example, dressing, washing and feeding service users and the care of service users who are ill. The post also encompasses social duties such as talking to service users and involvement in evening social activities, helping to create a supportive, homely atmosphere where service users can achieve maximum independence.
- 9 To co-operate with the implementation and maintenance of documentation and working practices in connection with quality assurance systems that may be introduced to the establishment.
- 10 In an emergency situation, to contact the appropriate services as outlined in the establishment's procedures.
- 11 To assist in the maintenance of the Directorate's drug administration system.
- 12 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 13 To participate in all aspects of statutory training, including Moving and Handling, Fire Safety, Food Hygiene, Medication, Emergency Aid and COSHH.