

## Job Description

<b>Position Title</b>	<b>Night Care Assistant</b>		
<b>Location</b>			
<b>Reporting to</b>	Team Leader/Care Officer		
<b>Grade</b>	C		
<b>Directorate/Section/School</b>	Adult & Community Services		
<b>Effective date of JD</b>		<b>JE Job Number</b>	G.0372-1

### Job Purpose including main duties and responsibilities:

#### The Main Purpose of the job is to:

- To contribute to delivering the care needs of all service users as per assessed need within the individual care plans.
- To contribute to delivering care and services in accordance with the requirements of care quality commission (Care Quality Commission (CQC)) standards.
- To administer prescribed medicine under supervision and in accordance with Care Quality Commission (Care Quality Commission (CQC)) and Royal Pharmaceutical Standards.
- To work in a way that ensures vulnerable service users are safeguarded.
- To liaise on occasions, as appropriate with other agencies/professionals, including care management staff and day unit staff.
- To contribute to records that ensure compliance with care quality commission (Care Quality Commission (CQC)) Standards and DCC policies, which may include the use of I.T.
- To assist in maintaining the safety and security of the premises, staff and service users using the service.
- To contribute to health and safety and adherence to Health and Safety Act 1974.
- To report any issues of concern to line manager.
- To participate in the mentoring of new staff as part of the Induction process.
- To attend and contribute to meetings as necessary.
- To assist with domestic tasks throughout the unit.
- To assist with minor catering duties including food preparation and serving at meal times.
- To carry out any other duties which fall within the broad spirit, scope and purpose of this job description
- Attend to the personal needs of clients in a residential environment during the night.
- Ensure the well being and dignity of clients is maintained at all times.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

**Person specification:**

Attribute	Essential	Desirable	Method of Assessment
Management			
Experience	<ul style="list-style-type: none"> <li>• NVQ2 In Care or willingness to study for it</li> <li>• Previous experience of working in a care setting</li> </ul>	Experience of working with: <ul style="list-style-type: none"> <li>• older people</li> <li>• physically frail</li> <li>• older people with mental health problems</li> <li>• people with a learning disability</li> <li>• People with complex needs</li> <li>• in a health or social care setting</li> </ul>	<ul style="list-style-type: none"> <li>• At Interview</li> <li>• Application form</li> </ul>
Practical Skills	<ul style="list-style-type: none"> <li>• Ability to work effectively under pressure or in a crisis</li> <li>• Ability to write clear concise reports</li> <li>• Ability to communicate clearly</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work on your own at night (with sleep in support)</li> <li>• Ability to decide when to request appropriate assistance from shift leader undertaking sleep-in duty</li> </ul>	<ul style="list-style-type: none"> <li>• At interview</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Good level of Interpersonal skills</li> <li>• Ability to fulfil all spoken aspects of the role with confidence and fluency in English</li> </ul>	<ul style="list-style-type: none"> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• At Interview</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Able to maintain strict confidentiality.</li> <li>• Empathy</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Adaptability</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• At interview</li> </ul>
Strategic Thinking			<ul style="list-style-type: none"> <li>• </li> </ul>
Technology / IT Skills	<ul style="list-style-type: none"> <li>• Basic IT skills</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>• Numeracy and Literacy</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 2 Care</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> </ul>
Equal Opportunities	Devon County Council and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties		<ul style="list-style-type: none"> <li>• Demonstrate knowledge at Interview</li> </ul>
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary		<ul style="list-style-type: none"> <li>• OH1</li> </ul>
Other relevant factors	Commit and conform to DCC Customer Service Standards		