

## **JOB DESCRIPTION**

### **NIGHT LEAD SENIOR**

#### **General Scope of the Post**

Responsible to the Head of Care for the care of residents on each shift and the close supervision of care staff.

To promote the philosophy of privacy, dignity, independence, choice rights and fulfilment for all residents, within a policy of managed risk taking.

To be responsible for the security of the home (night lead).

#### **Principal Duties**

The Night Lead will be responsible for carrying out the following duties:

#### **Delivery of Care to Residents**

1. The promotion of resident wellbeing, security and safety by assessing, monitoring and evaluating individual care needs in partnership with the resident. Ensure accurate and detailed communication regarding resident changes/events is clearly passed on to the next shift lead.
2. To ensure care is provided with sensitivity in sickness, death and bereavement and provide support to the resident, their relatives and staff throughout these care needs.
3. Ensure residents have activities that they can participate in according to their individual needs and choices that assist them in maintaining their lifestyle and independence.
4. Share in the caring tasks with other team members and contribute to assessment, care planning, and reviews. Ensure all care records including all care specific charts are kept up to date and evaluated (night specific).
5. Ensure all medications, including controlled drugs are administered, recorded, maintained and replenished at all times consistent with the Trust policies and procedures on drug administration.
6. Demonstrate an understanding of abuse of vulnerable adults, recognition of the signs of abuse and the procedure to follow in the event of an allegation of abuse.
7. Participate in the implementation of new developments to meet the changing needs of older people.
8. Work together with other professionals for the benefit of resident care.
9. Ensure good communication with the Head of Care and Home Manager in any concerns, complaints or changes to residents' conditions and that these are logged.

### **Supervision of Staff**

1. Participate in the induction of new staff to the home and their duties.
2. Lead and direct, supervise and co-ordinate staff to ensure their duties are prioritised and performed in a diligent, caring and appropriate manner at all times.
3. Ensure clear lines of communication with staff so that they are fully conversant with their duties and provide guidance and support as required.
4. Take appropriate action to remedy any unsatisfactory performance of staff and record the same, reporting to the Head of Care/Home Manager.
5. Participate in the formal supervision of staff.
6. Participate in the training of staff and measure learning through supervision.
7. Ensure confidentiality is maintained at all times.

### **Administration and Record Keeping**

1. Ensure resident records are maintained in an accurate and legible order and that all changes are recorded and care plans evaluated.
2. Together with the Head of Care scrutinise incidents and take measures where possible to prevent reoccurrence.
3. Working with the Head of Care plan duty rosters to ensure sufficient staff and correct skill mix to meet the needs of the residents.

### **Professional Development**

1. Familiarise with Care Quality Commission Regulations and Outcomes as they relate to the care of residents.
2. Maintain own knowledge and skills, promoting the concept of life long learning and attend training specified by the Trust for the role.
3. To be aware of own professional accountability

### **General Requirements**

In addition to the above there are some general requirements that apply to all jobs:

1. Participation in staff meetings
2. Participation in quality assurance systems
3. Compliance with:
  - Health and Safety
  - Fire Precautions
  - Equal Opportunities and Trust Anti Discriminatory Policy

## PERSON SPECIFICATION

### NIGHT LEAD SENIOR

ESSENTIAL		DESIRABLE	
<u>Qualifications</u> Level 2 Diploma in Health & Social Care or equivalent with willingness to work to Level 3	E1	Level 3 Award in Effective Management or equivalent	D1
<u>Experience</u> Minimum 12 months full-time or equivalent work in a residential care setting with older people Ability to undertake day to day running of home under direction of the manager	E2		
<u>General Aptitude</u> A proven record in care of the elderly and a desire to provide excellence of care through skilled team management, the ability to relate to older people and care for them in a sensitive manner	E3	Dementia Care training	D2
<u>Motivation</u> A commitment to provide high quality care standards for older people and to promote equal opportunities and non-discriminatory practice	E4		
<u>Knowledge</u> Conversant with Care Standards Act, understanding of responsibilities under HSAW Act. Food Hygiene, Infection Control, Risk Assessment, Care Plans and Reviews	E5		
<u>Specific Skills</u> Ability to liaise with other care/health professionals, supervision, chairing meetings, organising and implementing training, communication skills	E6		
<u>Interpersonal Skills</u> Ability to form positive relationships with colleagues and build supportive teams. Promote good relations with relatives, friends and volunteers	E7		