

JOB DESCRIPTION

NIGHT LEAD

General Scope of the Post

To attend to the physical, and social needs of residents working on wakeful watch on a rota basis within the guidelines laid down by the Homes Manager.

Responsible for the security and safety of the home whilst on duty. There will be some domestic work within the general scope of the duties.

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

Principal Duties

- All aspects of physical care depending on individual need working as part of a team but capable of working unsupervised.
- Practice good housekeeping skills through the good management of services, water, gas, electricity and all equipment used.
- Housekeeping duties as required by the Homes Manager including cleaning of designated area, ironing, sewing and preparations for breakfast (such as laying tables, breakfast trays etc)
- Carry out emergency procedures including basic First Aid as necessary in respect of accidents, illness, death and fire.
- Fully understand fire safety requirements for fire prevention and for fire alarm procedures.
- Fully understand responsibilities in relation to health and safety, food hygiene, fire precautions and emergency procedures, infection control and emergency aid.
- Follow procedures to ensure health and safety and security. Report any damage or fault in equipment, furniture or fittings to Care Leader or Home Manager.
- Attend staff meetings, participate in training and communicate (effectively) verbally and in writing.
- Other tasks within the scope of the post as requested by Care Leader/Home Manager.

Night Shift Lead Responsibilities:

1. To receive and give handover including all controlled drugs and other risk factors that have been identified during the shift.
2. To ensure the health and safety of all residents during the shift. This includes ensuring that all residents receive the appropriate medication as per the Trust policies and procedures.
3. To ensure all residents are accounted for by checking headcount at the beginning and end of the shift.

4. Ensure all records and documents are updated and completed during the shift e.g. care plans are updated and incident reports are completed accurately.
5. Ensure the staffing numbers remain at the set level. E.g. if a staff member is sick during the shift ensure the shift is adequately covered. With the Head of Care/ Care Services Manager undertake supervision of appropriate collages and attend regular Head of Department meetings to ensure clear communication
6. To contact medical or emergency services if required and ensure relatives are up to date where appropriate
7. Ensure the building is safe and secure throughout the night e.g. perimeter doors locked and fire doors closed.
8. Be in possession of the keys to the building/medication supplies.

General Requirements

In addition to the above, there are some general requirements that apply to all jobs in the Home.

- Participation in staff meetings
- Participation in training activities
- Participation in staff supervision and appraisal
- Participation in quality assurance systems
- Take responsibility for personal development by keeping abreast of developments in the field of caring for older people
- All duties must be carried out to comply with:
 - Notification of accidents and other Health and Safety requirements
 - Statutory legislation, in particular the Health and Hygiene regulations
 - Nationally and locally agreed Codes and Good Practice
 - Fire precautions
 - Equal opportunity principles and the Trusts anti-discriminatory policy

Health and Safety

To be responsible for your own health and safety and that of anybody else whom may be affected by your acts of omissions.

Organisational Relationship

The Night Carer is accountable to the Care Leader on duty at hand over.

PERSON SPECIFICATION

NIGHT LEAD

ESSENTIAL		DESIRABLE	
<u>Qualifications</u> Must be able to demonstrate literacy and numeracy skills. Willingness to undertake relevant training	E1	Maths and English at Grade C GCSE or equivalent, NVQ Level II in Care	D1
<u>Experience</u> Previous experience of care in a residential or family setting.	E2	Previously worked with older people in a residential setting	D2
<u>General Aptitude</u> A liking for older people and the ability to relate to them and care for them in a sensitive manner	E3		
<u>Motivation</u> A positive attitude to older people and a commitment to provide high quality care standards	E4		
<u>Knowledge</u> Understanding of Health & Safety issues in residential care, risk assessments, care plans	E5	Infection control, Essentials of Food Hygiene	D3
<u>Specific Skills</u> Ability to work on own initiative Good communication skills	E6	Ability to organise activities and outings	D4
<u>Interpersonal Skills</u> The ability to form positive relationships with colleagues	E7		
<u>Team Skills</u> The ability to work as part of a team and to promote harmonious working relationships by recognising that everyone has a contribution to make	E8		