

## JOB DESCRIPTION

Name:			
Job Title:	Night Care Leader	Line Manager:	Care Manager
Location:	Parkside, 65 Main Road, Romford	Date:	

This job description is intended to give the post holder an appreciation of the role envisaged and the range of duties. However, it is not exhaustive, and may be reviewed as required.

### Key Purpose of the Job

To share with other staff in meeting the personal care needs of Residents in a way that respects the dignity of the individual and promotes independence. To help in the care of the Residents' physical environment and in the general day-to-day activities of the home.

### Generic Job Responsibilities:

To maintain a loving Christian environment.

To ensure the application of the home's philosophy, in order to meet the aims of the home's Statement of Purpose.

Embrace and implement change in practices.

To ensure high standards of care are provided and maintained within current legislation and the organisation's policies.

To ensure dignity and individual personalities are respected at all times.

### Specific Job Responsibilities:

#### When:

Keep Care Plans up to date.	Monthly
Monitor standards of service and report short falls to Care Manager	Daily
Cover duties for Care Leader where necessary	As needed
Carry out supervision of night staff.	Every 8 weeks
Ensure the lounges, dining room and conservatories are tidied and cleaned during the night shift.	Daily
Ensure floors of kitchen, freezer storage area and dishwasher area are washed	Daily
Record temperatures of Rose Wing, Medication and Residents' fridges	Daily
Complete hand over book, ensure appropriately written.	Daily
Enforce all management policies and practices	Daily
Arrange cover as necessary	Daily
Organise night duties for the care team.	Daily
To assist residents who need help with their personal needs.	Daily
To help residents with physical disabilities, including incontinence, and in the use and care of aids and personal equipment.	Daily
To help care for residents in line with their care plans and, once completed the relevant training, to give medication as prescribed.	Daily
To help in the promotion of mental and physical activities of Residents through talking to them, sharing and encouraging particular interests.	Daily
To make/change beds and tidy as residents require.	Daily

ROMFORD BAPTIST CHURCH HOUSING ASSOCIATION LIMITED

To launder and iron Residents' clothing and household linen.	Daily
To set tables/trays, prepare, cook and serve meals as instructed.	Daily
To answer emergency bells, assess situation and summon the senior member of staff and/or medical aid if necessary.	Daily
To assist in keeping records of each Resident.	Daily
Undertake such other duties as may from time to time be assigned to the post.	
To participate in meetings, staff or otherwise, and in training activities as required.	As required
To ensure compliance with the policies and procedures of the home at all times.	Daily
To ensure compliance with the Health and safety legislation at all times.	Daily

**Key Working Relationships:**

<b>Internal:</b>	Care Manager, Deputy Manager, Administrator, Care Assistants, Residents.
<b>External:</b>	None

**Resources for which the Job Holder is accountable:**

<b>People:</b>	None
<b>Budget:</b>	None
<b>Fixed Assets:</b>	None

**Person Specification:**

<b>Business Impact:</b>	Good interpersonal skills, helpful, caring, leadership.
<b>Qualifications:</b>	Preferably NVQ Level 3 First Aid
<b>Skills/Experience:</b>	Minimum 2 years as a Carer

**Declaration:**

I have read and understood the above job description.

Job Holder's signature: \_\_\_\_\_ Date:            /        /

Line Manager's signature: \_\_\_\_\_ Date:            /        /