



## **Job Description**

<b>DIRECTORATE:</b>	Social Services & Wellbeing Directorate
<b>DEPARTMENT:</b>	Adult Social Care
<b>POST:</b>	Night Care Worker
<b>GRADE OF POST:</b>	4
<b>RESPONSIBLE TO:</b>	Residential Manager

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### **JOB PURPOSE:**

Undertaking direct care tasks and general domestic duties in line with current health and safety and food hygiene regulations.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Attending to personal needs of clients, including personal property.
- Attending to personal care tasks including: - dressing, washing, bathing, feeding and toileting of clients.
- Actively pursuing a personal development plan.
- Cleaning work location.
- Operating electrical equipment and mechanical cleaning and laundry equipment.
- Cleaning of kitchen equipment and dishes.
- Completing appropriate paperwork where necessary.
- Participating fully in the rota.

### **GENERAL DUTIES**

To understand the Health and Safety responsibilities which fall within a manager's role and the personal Health and Safety responsibilities within the HASAWA 1974.

To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.



## **REVIEW DATE/RIGHT TO VARY**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## **CRIMINAL RECORDS CHECK**

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

## Person Specification

### Night Care Worker

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation/Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>No formal qualifications are required but must be prepared to undertake appropriate training (e.g. working towards the NVQ Level 2.</li> <li>Basic Food Hygiene Certificate).</li> </ul>		Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience of manual handling.</li> <li>Experience of care/domestic work.</li> <li>Experience of working with older people and awareness of the importance of maintaining client's rights: choice, dignity, confidentiality.</li> <li>Experience of working in small and large teams.</li> <li>Awareness of departmental policies and procedures.</li> <li>Knowledge of Health and Safety Regulations.</li> <li>Knowledge of First Aid.</li> </ul>	<p>(Yes)</p> <p>(Yes)</p> <p>(Yes)</p>	Interview, application form, reference and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to relate with client group.</li> <li>Ability to communicate effectively – verbally and written.</li> <li>Literacy and numeracy.</li> <li>Ability to work within a team and on own initiative.</li> </ul>	<p>(Yes)</p> <p>(Yes)</p> <p>(Yes)</p> <p>(Yes)</p>	Interview, application form, reference and selection process. Interview, application form, reference and selection process.

<b>Attributes</b>	<b>Requirements</b>	<b>Essential</b>	<b>Method of Evaluation/Testing</b>
<b>Skills &amp; Personal Qualities (Continued)</b>	<ul style="list-style-type: none"> <li>• Ability to prioritise.</li> <li>• Ability to provide personal care whilst preserving the dignity and rights of clients.</li> <li>• An awareness of Health and Safety issues within the workplace.</li> <li>• Flexible, motivated and enthusiastic.</li> <li>• Ability to show patience and respect.</li> <li>• Ability to be sensitive, kind and caring with a non-judgemental manner.</li> <li>• Ability to be reliable, responsible and accountable.</li> <li>• Ability to carry out safe manual handling practices.</li> <li>• Commitment to personal development.</li> <li>• Empathy to the needs of older people.</li> </ul>	<p>(Yes)</p>   <p>(Yes)</p>   <p>(Yes)</p>   <p>(Yes)</p>	