

## **JOB DESCRIPTION**

**Position:** NIGHT SOCIAL CARE WORKER

**Responsible To:** Homes Manager

**Reports To:** Senior Staff Member on Duty

### **Job Purpose**

In accordance with National Care Standards and current Company Policies, the staff member will endeavour:-

- To supervise and monitor service users care during the night in accordance with operational procedures, care procedures and behavioural guidelines.
- To contribute and participate in providing quality care and life experiences based upon the six basic values of privacy, dignity, independence, choice, rights and fulfilment.
- To help provide a therapeutic, safe, supportive and relaxed environment in which service user's can develop and enjoy their lives.

### **Main Duties**

1. To take over responsibility for the care of service user's from the day staff at start of night shift including:
  - a) The settling of service user's to bed by a reasonable time.
  - b) Providing any physical and basic care including the administration of any Medication to service user's when required during the night.
  - c) Regular checks on each service user throughout the night as appropriate.
2. To ensure that the agreed psychology behavioural guidelines for each service user are followed in conjunction with the Management team.
3. To work with all staff in providing an effective 24-hour service and to demonstrate a reasonable degree of flexibility to ensure all shifts are covered in the absence of colleagues.
4. To use initiative in making decisions to deal with any incidents effectively, to best meet the needs of each service user and accurately record all incidents.
5. To contribute to the preparation of reports for service user's reviews as required

### **Other Duties**

1. To assist in maintaining a good standard of hygiene and tidiness within the home by completing domestic tasks when required.
2. To check and record all equipment including emergency and fire equipment as required.
3. To look after the general appearance of the house and report any defects to the senior staff member at the morning handover.
4. To ensure accurate recordings and reporting of all accidents and incidents that may occur involving service users and or staff and to record relevant information in the appropriate place prior to finishing duty.
5. To participate in staff meetings and training as required, contributing to the review of current working practices and future developments.
6. To refer any concerning appropriately to on-call Senior Member of Staff.
7. To undertake any temporary duties as required by the Home Manager in times of emergency.

This Job Description is not intended to be a complete list of duties and responsibilities, but indicates the main aspects attached to this post. It may be reviewed and amended at a future time after discussion with the Manager and staff of the homes, to take into account any changes in Company and Government Policy.