



## **JOB DESCRIPTION**

### **1. Job Details**

Title: Waking Night Care Staff

Salary: \_\_\_\_\_

### **2. Job Purpose**

To assist the Manager and other staff members in creating a caring and supportive relationship with the residents within the home. To contribute towards establishing a comfortable and healthy environment for them to live in.

### **3. Dimensions**

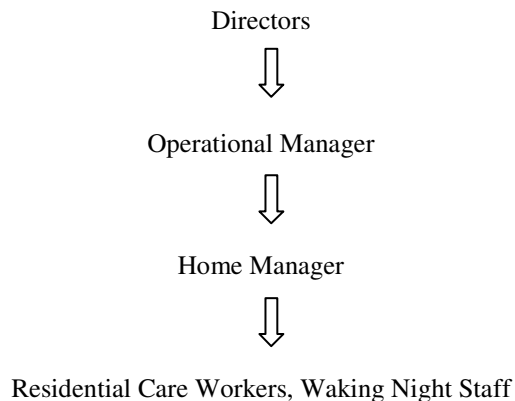
Financial:

Responsible for the safe keeping and any appropriate recording of petty cash, housekeeping and residents monies when on duty. Also for cost effective purchasing for the home when out shopping.

Staffing:

No direct supervisory responsibility for other staff but will be involved in introducing new staff to their duties and may act as the senior person on duty.

### **4. Organisation Chart**



### **5. Knowledge, skills, and experience required**

Previous experience of working with people with mental health/learning disabilities or in a caring situation is desirable.

Skills in one or more of the following areas: counselling, cooking, sewing, art, handicraft and gardening

NVQ Level 2, or a desire to reach this level.

Ability to make clear and concise written and verbal reports concerning residents.

## **6. Key Responsibilities**

To be awake at all times whilst on duty.

Assist in general housekeeping and domestic duties including cooking and washing throughout the home, involving residents where appropriate, teaching them new skills and helping them to contribute to their own well-being.

Facilitate and accompany residents on social outings and recreational activities within the local community thereby ensuring residents become involved in community life.

Assist residents in maintaining a high standard of personal hygiene where appropriate in order to create an awareness of the importance of personal appearance.

Assist with the implementation of agreed care plans and contribute ideas and suggestions towards helping residents make maximum use of their potential at appropriate reviews thereby providing residents with the opportunity for growth physically, practically, mentally and emotionally.

Ensure the home Manager/Residential Care Workers are made aware of any incidents, accidents or complaints that arise during their absence in order that appropriate investigation and remedial action can be instigated.

Assist in ensuring all residents throughout Quality Lifestyle receive a consistent level of care by complying with all Quality Lifestyle's policies and procedures.

## **7. Maintaining Good Communication and Working Relationships With!**

Relatives and friends of residents when visiting both within and outside the home and community homes.

GP'S, Dentist, Social care Staff etc – in connection with general health and welfare of residents

Members of the public and neighbours in the area surrounding the home and community homes, to maintain good public relations.

Volunteers, organisers etc, of local activities and clubs that are attended by residents.