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| JOB DESCRIPTION |

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| **Directorate :** | Children’s Services  | **Section :**  | Safeguarding |

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| **JOB DETAILS :** |  |  |
| **Job Title :** |  | BANK Care Assistant ( Nights ) |
| **Grade :** |  | SCP 17 |
| **Location of Work :** |  | Barton Moss Secure Care Centre |
| **Directly responsible to :** |  | Centre Manager |
| **Directly responsible for :** |  | N/a  |
| **Hours of Duty :** |  | As required  |
| **Qualifications Required :** |  | Desirable: Formal Certificated study at an appropriate level that include the following elements: Human Growth and Development, Child Care legislation, Communication Techniques. Previous experience of residential work in child care |
| Primary Purpose of the Job :To maintain a wakeful watch at all times.To give personal care to the service users of the Home and for contributing to the provision of a comfortable yet stimulating living environment. To attend to the needs of service users and ensure their well-being and safety during the night. |

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| Main Duties and Responsibilities / Accountabilities 1. To acquaint oneself immediately upon coming on duty with the relevant events relating to service users, staff, premises and equipment which have occurred since previously on duty.
2. To undertake the full range of caring duties in accordance with the duties of Care Assistants and in accordance with the National Care Standards and Regulations
3. To carry out all required safety precautions, fire drills and personal and food hygiene practices, after receiving appropriate instructions and training.
4. Staff are expected to adopt an appropriate and safe standard of dress (including jewellery and footwear) when working in the unit
5. To assist with the preparation of simple refreshments, light meals, clearing and washing up of crockery for service users along with other general cleaning duties as allocated.
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| 1. To contribute to the online records of individual young people.
2. To be able to write clear and concise entries in log books, on personal events sheets and in other standard entry forms, following appropriate Departmental guidance and legislative requirements.
3. To be an integral part of the team rotation of staff during the night shift.
4. To accept formal supervision from a designated supervisor according to a schedule devised by the Head of Home, in line with the departmental policy.
5. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner.
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|  | The post holder shall carry out his / her duties with full regards to the City Council’s Equal Opportunities Policy and Community Strategy.The post holder shall contribute and demonstrate a commitment to the City Council’s Crime and Disorder Reduction Strategy.To act at all time with due regards to the Authority’s Health and Safety Policies and related Codes of Practice. To ensure that professional practice is carried out to the highest standards at all times.The centre has an induction programme which all new staff are required to undertake and it is designed to ensure that all new employees become effective in their role.The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Authority will expect to revise this job description from time to time and will consult with the post holder at the appropriate time. |

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| Date Job Description prepared/revised :Prepared / revised by :Agreed Job Description signed by holder :  | July 2017Mike Vaughan / Head of Care |