

## Role Profile

### Night Care Assistant (Medlock Court)

#### Role Purpose

To provide a range of personal, social, emotional and practical care tasks for the wellbeing of Medlock Court's Residential Enablement service users and their carers. To work within the assessment and care planning framework, enabling service users and their carers to exercise control over their own lives by maximising their independence.

#### Key Relationships

<b>Line Manager:</b>	Registered Managers
<b>Direct Reports:</b>	N/A

#### Main Accountabilities and Responsibilities

- To work in accordance with Care Quality Commission and MioCare Group Policies and Procedures.
- To comply with the requirements of the Health Professional Councils (HPC) Code of Practice for Social Care Workers.
- To have a knowledge and understanding of Older People's Services.
- To ensure quality of service to service users by offering support and guidance to colleagues and other professionals.
- To attend and contribute to staff meetings, induction, supervision and appraisals.
- To undertake any identified training relevant to the role.
- To work independently and as part of a team to ensure effective service delivery.
- Ensure that service users and their carers are encouraged to voice their concerns consistent with service users' aspirations and make decisions about their everyday lives.
- To ensure the care, health and wellbeing of each individual is provided for whilst reporting and recording concerns to relevant people.
- To assist and support lead care staff in the safe administration of medication in accordance with medication policies and procedures.
- To work within Risk Assessments of service user needs and identify any changes required. To work with individual's Care Plans designed for and agreed with service users and contribute to the reassessment/review of service user plans.
- To support and enable service users who may require assistance with personal care and physical tasks alongside emotional, spiritual wellbeing whilst maintaining dignity and respect at all times.
- To act as an allocated key worker for an agreed number of service users, with the support of lead care staff and managers.
- To support the health and safety of yourself, service users and others by complying with health and safety legislation, departmental policies and procedures whilst reporting concerns to management.
- To maintain appropriate records and pass on any relevant information about the needs of the service user to your manager or other designated persons and ensure compliance with confidentiality and data protection requirements.
- To actively promote the equalities and diversity agenda in the workplace and in-service delivery.
- Undertake any additional duties commensurate with the grade of the post.

## Person Specification

	Selection criteria (Essential)	Selection criteria (Desirable)	Assessment Method
<b>Education and Qualifications</b>		NVQ 2 or equivalent.	Application form / Interview
<b>Experience</b>	Experience of working unsupervised and as part of a team.	Experience of working in the care sector.	Application form / Interview
<b>Skills and Abilities</b>	<p>Ability to communicate effectively.</p> <p>Ability to produce clear and accurate daily records and have the ability to present verbal and written information to other staff members about service users.</p> <p>Numerical skills.</p> <p>Ability to work on own initiative and as part of a team and relate to older people.</p> <p>Ability to transfer and move dependent service users using the equipment provided.</p> <p>Ability to work in a non-discriminatory way and in accordance with equal opportunities, policies and procedures.</p> <p>Ability to provide all aspects of physical and emotional care to dependent service users, and to create an environment in which the service user is comfortable.</p>		<p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p>
<b>Knowledge</b>		A basic knowledge of Care Quality Commission requirements.	Application form / Interview
<b>Work Circumstances</b>	<p>Shift working / weekend and bank holidays and sleep in duties.</p> <p>This post will be subject to an enhanced DBS.</p>		Application form / Interview