



JOB DESCRIPTION FOR NIGHT CARE ASSISTANT AND SENIOR ASSISTANT

Position: Night Care Assistant / Senior Assistant

Responsible: Registered Manager

Purpose of Position

To provide or assist in wakeful night duty cover in the home.
To undertake certain domestic duties that can be performed during the night hours.
To be appointed “person in charge” in the absence of senior staff.

Principle Responsibilities

Carry out regular checks around the home at intervals determined by the proprietor and with due regard for clients privacy.
Carry out regular checks on the building with special reference to fire protection.
Answer Emergency bells, assess the situation, deal with the client seeking help or call upon the “sleep-in staff”.
Assist Service users who need help reassurance or comfort.
Assist care users preparing for bed and waking in the morning as directed.
In the time available between attending to service users, undertake domestic duties primarily in the fields of laundry and ironing, food preparation or cleaning as directed.
Read and write reports in case notes.
Take part in staff meetings and training activities as directed.
Assist with the giving of medication; to take full responsibility for this if appointed “person in charge” as above.
Carry out other reasonable duties as may be required.

Date: _____

Signed: _____ Employee

Signed: _____ Registered Manager

