

Job Description and Person Specification

Job title:	Senior Night Care Officer
Directorate:	West Berks Council
Service:	Adult Social Care
Team:	Responsive Care Providers
Post number:	04628
Salary grade:	F
Work location:	Walnut Close
Reports to:	Unit Manager
Supervises:	Night Care assistants

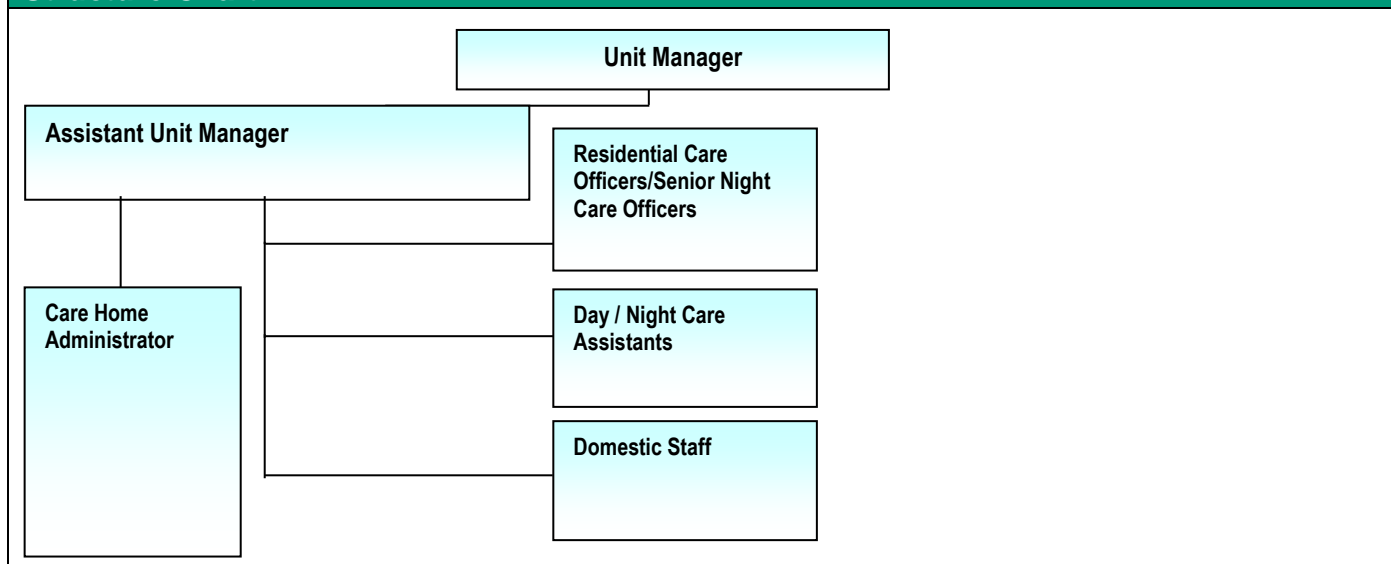
Job Purpose

Walnut Close is a care home that provides 24 hour accommodation for 35 older people, which specialises in providing care for older people in a homely and supportive environment where the service users can feel happy and secure and to enable them to achieve their maximum independence. We are also specialise in Dementia Care within an 11 bedded unit which offers care and support to service users with Dementia.

Key responsibilities

- ❖ To manage night shifts by leading and working alongside the care team in delivering good quality care in accordance with service users' care plans.
- ❖ To assist the Unit Manager and Assistant Unit Manager in ensuring the smooth running of the home.
- ❖ To contribute to the overall quality of the home and quality of life of the service users.

Structure Chart



Main Duties and Responsibilities

1. To participate in the working Rota during the waking night including some weekends and bank holidays.
 2. To meet the physical, emotional, social and intellectual needs of the service users in accordance with their care plans.
 3. To contribute to the care planning process including the recording of daily events care plan development as well as undertaking your own area of responsibility for administration.
 4. To undertake the role of 'Key worker' to a number of named service users.
 5. To work as a member of a team and to liaise with colleagues, relatives, care managers, GPs etc on behalf of service users
 6. Comply with all WBC policies and procedures and those of other statutory and enforcing authorities (e.g. Care Quality Commission, Fire, Protection of Vulnerable Adults).
 7. To assist in the administration of medication, where appropriate, following training
 8. To participate in training and development appropriate to role including supervision, appraisals, staff meetings.
 9. To lead own team of staff in their personal development including undertaking regular supervision, objective setting and identifying training needs.
 10. To contribute to the continual development and improvement of Walnut Close through internal and external quality improvement programs
 11. To undertake other duties as required, under the direction of the line manager. These may include domestic duties and social activities. This list is not exhaustive and the duties and responsibilities will vary from time to time according to the needs of the home and the service users
 12. To operate as a part of the team across the four homes for WBC Responsive Care Providers, which may on occasion require you to work at another of the sites at the request of the duty manager.
 13. Promote equality as an integral part of the role, treating everyone with fairness and dignity.
 14. Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
 15. Adhere to the standards set out in the WBC competency framework.
- **NB: All night staff are expected to be on waking duty for the whole period of the shift. Night staff are permitted to take a half hour break during the night to allow you to have food and drink but it is expected that you remain alert to the needs of the service users at all times. You will be paid the normal rate for this break.**

Scope (impact on/control of resources, people, money etc)

To be responsible for budget and resources areas designed by the Unit Manager.
Contribute to effective Rota management including covering shifts to ensure safe working practice.

Person Specification		
Qualifications	Essential/ Desirable	HR Use Only
English – to be able to read and write simple reports	E	1
NVQ level 2 or demonstrable ability to undertake	E	2
GCSEs or equivalent	E	3
Dementia care training	D	1
Have or be willing to undertake other training e.g. food handlers, first aid	E	4
Experience		
Previous experience of working in a caring setting – preferably with people with dementia	E	1
Experience of leading and managing a team	D	1
Knowledge and understanding		
Sound knowledge and understanding of dementia and frail care	E	1
Good knowledge of Care quality commissioning.	E	2
Sound knowledge of safe medication and how to follow pharmacist systems.	E	3
Ability to demonstrate non-discriminatory practice	E	4
Skills and abilities		
Ability to use Outlook, and a web browser to access information	E	1
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	2
Ability to manage a range of staff working in support of technical and regulatory disciplines.	E	3
Ability to prioritise work	E	4
Good team worker	D	1
Ability to cope in difficult or stressful situations	D	2
Adaptable and flexible	D	3
Good communication skills	E	5
Ability to relate to older people with dementia	D	4
All to communicate to others the lead a team efficiently.	E	6
Ability to communicate effectively with a wide range of people, verbally and in writing	E	7
Work-related personal qualities		
Capable of undertaking shift work on Rota system including weekends and bank holidays.	E	1
Able to cope with illness and death	E	2
Must be able to work responsibly without supervision.	E	3
To work on a Rota basis, including weekends and Bank Holidays.	E	4
Need to be flexible to cover staff sickness at short notice.	E	5
Able to stay awake during the night.	E	6
Have a friendly and approachable manner with customers	E	7
Basic counseling skills	D	1
Other work-related requirements		
Ability to work part of a flexible Rota pattern.	E	1
Full driving license	D	1

<p>This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post</p>	E	2
Enhanced DBS check with relevant barred list/s	Yes	
Politically restricted post?	No	