

Job Description and Person Specification

Job title:	Residential Care Officer - Nights
Directorate:	People
Service:	Adult Social Care
Team:	Responsive Care Providers
Post number:	04979
Salary grade:	F
Work location:	Birchwood Care Home
Reports to:	Registered Nurse / Team Leader
Supervises:	Dementia Practitioners

Job Purpose

Birchwood is a large care home with three floors, each with its own specific remit; a nursing unit, a dementia resident unit and a step down unit. **The core purpose of every member of the team at Birchwood is to contribute to the care and wellbeing of the residents within the home.**

The nursing floor is able to accept residents who require a higher level of need which may not be able to be managed in a residential home. It is equipped with specialist beds and a range of equipment for moving and handling of residents to support mobility difficulties or who are unable to get out of bed. The care is supervised by a registered nurse who is on duty all day and all night.

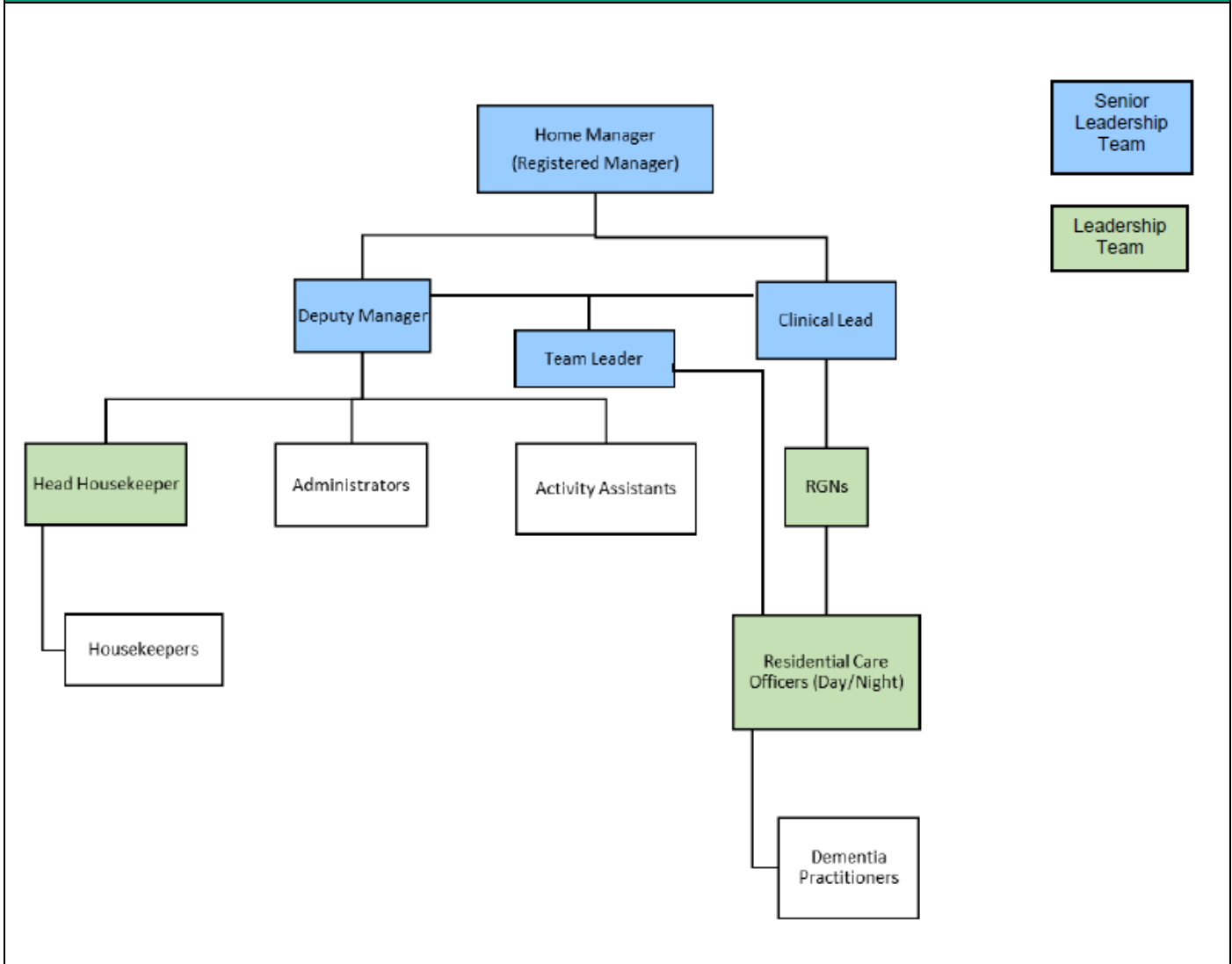
The residential floor can accept residents who have a formalized diagnosis of dementia or other mental health needs that does not need complex management involvement or PRN anti-psychotic medication.

The smaller nursing floor is able to accept residents who require a higher level of need which may not be able to be managed in a residential home. It is equipped with specialist beds and a range of equipment for moving and handling of residents to support mobility difficulties or who are unable to get out of bed. The care is supervised by a registered nurse who is on duty all day and all night.

Key Responsibilities:

- To manage shifts by leading and working alongside the care team in delivering good quality care in accordance with residents' care plans
- To assist the senior leadership team in ensuring the smooth running of the home on a day-to-day basis
- To contribute to the overall quality of the home and quality of life of the residents.

Structure Chart



Main Duties and Responsibilities

- To participate in the working rota during the waking night including weekends and bank holidays
- To meet the physical, emotional, social and intellectual needs of the residents in accordance with their care plans
- To contribute to the care planning process including the recording of daily events and preparation and attendance at reviews
- To undertake the role of 'Key worker' to a number of named residents.
- To work as a member of a team and to liaise with colleagues, relatives, care managers, GPs etc on behalf of residents.
- 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)
- To assist in the administration of medication, where appropriate, following training
- To participate in training and development appropriate to role including supervision, appraisals, staff meetings
- To contribute to the continual development and improvement of Birchwood Care Home through internal and external quality improvement programmes.

Main Duties and Responsibilities

- To undertake other duties as required, under the direction of the line manager. These may include preparation of meals and drinks, 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 residents.
- **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 them to have food and drink but it is expected that they remain alert to the needs of the residents at all times. They will be paid the normal rate for this break.**
- To operate in a manner consistent with the Response Care Provider's 4 core values; Respect, Inclusion, Compassion, Empowerment.
- To comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- To adhere to the standards set out in the WBC competency framework.
- To carry out any other relevant and appropriate duties considered necessary by the senior leadership and commensurate with the role.

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

- Work within funding and other resources as directed by senior leadership, ensuring the purchasing of resources is within budget.
- Responsible for the booking of staff, ensuring awareness of the budgetary impact of each booking.
- Lead and direct care staff during a shift and deployment of staffing resource.

Person Specification

	Essential/ Desirable	Internal Use Only
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Qualifications

Qualified to a good standard of education up to the equivalent of GCSE level including passes in English and Maths at grade 4/C and above	E	
Dementia care training	D	
NVQ level 2 or equivalent	E	
NVQ level 3 or demonstrable ability and willingness to undertake this once in post	D	

Experience

Previous experience of working in a caring setting – preferably with people with dementia	D	
Experience of leadership within a staff team	D	
Experience of sensitively handling enquiries from the public and from partner organisations.	E	
Experience of the accurate recording and processing of detailed data and confidential client information.	E	
Experience of working with diverse organisations.	E	
Experience of working effectively within a team, with a range of professional colleagues.	E	
Experience of working in a multidisciplinary environment with conflicting demands and priorities.	E	
Experience and understanding of working in a local authority.	D	

Knowledge and understanding

Sound knowledge of safeguarding adults processes (policies & procedures)	E	
Sound knowledge of working within the CQC regulations	E	
Sound knowledge of care of older people and those with Dementia	D	
Knowledge of the legislative framework for Adult Social Care including the Deprivation of Liberty safeguards (DOLS)	D	
Knowledge of Health & Safety in a Care Home	E	
Skills and abilities		
Ability to use Outlook, and a web browser to access information	E	
Ability to manage a wide-ranging workload, to prioritise work and to meet deadlines.	E	
Ability to deal sensitively and efficiently with enquiries on the phone and face-to-face	E	
Ability to work with people who can be challenging	E	
Ability to communicate effectively with a wide range of people, verbally and in writing	E	
Good Report writing skills	D	
Ability to demonstrate non-discriminatory practice	E	
Ability to cope in difficult or stressful situations	E	
Other skills e.g. social or creative activities	D	
Work-related personal qualities		
A friendly and approachable manner with everyone	E	
Good team worker and ability to encourage and motivate staff	E	
Take part in meetings and other events outside normal working hours	E	
Other work-related requirements		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; 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, providing advice and using any specialist terminology appropriate to the role is essential for the post	E	
Enhanced DBS check with relevant barred list/s	Yes	
Is this post politically restricted?	No	