



Title Temporary Relief Senior Night Care Worker Grade 3 SCP 5-7	Department Adult Social Care, Health & Public Protection	Post Ref.
<p>Job Purpose: to support the County Council in providing care and support to vulnerable adults living in Nottinghamshire during the individuals during the Covid-19 crisis</p> <p>The post holder is responsible for providing a range of personal care duties to individuals within the base of community setting. They will contribute to care planning process through observation, communication and liaison with significant people in the person's life. Confidentiality will be maintained at all times.</p> <p>As an effective and flexible member of the team the post holder will work with other Care Workers, Team Leaders and Managers. They will be expected to work an agreed programme of work with minimum supervision and be able to take appropriate action in the event of an emergency.</p> <p>The post holder will be expected to work to standards, which equate to Diploma Level 3 Care.</p>		
Key Responsibilities <ol style="list-style-type: none">1. To act as night senior for a group of care workers including handover of information. Informal supervision and management of the night shift.2. To undertake personal tasks as described in the Care Plan including washing, dressing, and assistance with mobility whilst respecting the individual's privacy and dignity.3. To use any equipment as directed by the Care Plan, once appropriate training has taken place, hoisting, VNS, Moving & Handling.4. To contribute verbally to the assessment, planning, implementation and review of Care Plans, this may include liaising with other professionals and carers.5. To observe and accurately communicate changes in the service user's needs and record accurately in running records in accordance with the written records policy.	Key Accountabilities <ol style="list-style-type: none">1. To work to achieve and maintain high standards of quality and efficiency in the services provided by the Nottinghamshire County Council and the Adult Social Care and Health, Public Protection.2. To develop and improve personal skills through participation in, and contribution to, formal and informal staff development processes and training geared to meet the requirements of the post and the changing business requirements of the Department.3. To ensure confidentiality of information in respect of records maintained and tasks undertaken within County Council Policy and relevant legislation. This included maintaining strict confidentiality in relation to personal information (included that of service users and other	

6. To assist service users to engage in a range of in house and community based activities in line with their individual care plans and risk assessments.
7. To attend staff meetings, receive supervision and training and otherwise contribute to the efficiency of the service, service user file management and liaise with carers.
8. A working knowledge and understanding of the MCA/DOLs and the impact of this in residential care setting.
9. To actively promote service user involvement and empowerment and individuals rights to choice and inclusion.
10. To respond appropriately to crisis and emergency situations as they arise and report these to the Team Manager.
11. To act at all times in line with the department budgetary and financial guidelines.
12. Undertake tasks of a domestic nature in order to ensure a clean and tidy environment.
13. Responsible and competent to undertake administration of rescue medication and apply prescribed creams and ointments medical procedures including peg feeding, oxygen, nebulisers and blood monitoring.
14. Ensure that infection control policy is adhered to.
15. To undertake timely reviews of care plans and risk assessments to ensure service user needs are current and in line with quality standards.
16. To maintain a current knowledge and awareness of policy, procedure and legislation.
17. To be the named person in the absence of the Team Leader and Manager, and to have a working knowledge of all emergency procedures; including fire, power cuts, disciplinary issues, accidents and illness.
18. The ability and competency to undertake the administration of prescribed medication and ensuring accurate recording of medication, following the local guidance.
19. To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally changes of a permanent nature shall be incorporated into the Job Description in specific terms.

- employees) which may become known to you in the course of your work or associated activities.
4. To use allocated resources efficiently and effectively and to participate and assist in performance review systems for Departmental services and other measures allied to the supply and monitoring of management information connected with the post holder's field of work.
5. To maintain effective working relationships and contribute to a working environment which is safe, considerate and supportive to all. Also, in accordance with relevant legislation, to take reasonable care of your health, safety and welfare, and that of other persons who may be affected by the performance of your duties. Infection control is Everyone's business.
6. In carrying out the duties and responsibilities set out within the Job Description and in the context of developing working relationships with others, the post holder will be expected to demonstrate commitment to and comply with the specific requirements and the spirit of the County Council Equal Opportunities Policy. This principle applies equally to all aspects of the role.

The post holder will perform any duty or task that is appropriate for the role described

Person Specification

Education and Knowledge

Education

1. Diploma level 3 Care (desirable)
2. Level 2 English and Maths (essential)
3. Willingness to undertake and complete Diploma level 3 (essential)
4. Willingness to undertake and complete Care Certificate (essential)

Knowledge

1. An understanding and working knowledge of MCA and DOLs and its impact in residential care settings.
2. Demonstrate a basic awareness of equal opportunities.
3. Demonstrate a working knowledge of Health and safety including fire awareness, infection control and COSHH.
4. Understanding of confidentiality and protecting people's personal information.
5. A working knowledge of email, word and excel.
6. An understanding of the management of conflict and the ability to challenge appropriately and to produce a positive outcome for all.
7. An awareness of Health and Safety.

Experience

1. Two years' experience in supporting/caring for people in a care setting.
2. Experience in supporting/caring for people who have a learning disability, physical disability or age-related frailties.

Personal skills and general competencies

1. Support individuals with health needs and complex behaviours in line with individuals care plans and risk assessments.
2. Support people in a way that preserves dignity, gives respect and promotes individuals rights and choices.
3. An ability to communicate clearly, effectively, accurately, effectively, verbally and non-verbally and in writing with different people in a range of situations, including daily written records.
5. Contribute to the protection of individuals from all forms of abuse.
6. Enable service users to eat and drink in line with individuals care plans and risk assessments.
7. Contribute to the movement and handling of individuals to maximise their physical comfort.
8. Enable service users to maintain their personal hygiene and appearance, including support with continence needs.
9. Actively maintain the cleanliness of environment.
10. Ensure visitors and contractors are greeted in accordance with unit policy.
11. Demonstrate the ability to work with minimal supervision and as part of a team and the importance of an overall teamwork approach.
12. Plan and deliver person centred activities that have a positive effect on the service users; including support with relevant financial transactions.
13. A willingness to undertake personal training and development in accordance with job role.
14. A flexible approach to rotas and duties recognising the needs of the unit, including occasional work outside rostered hours.
15. A clean driving licence and a willingness to drive a unit vehicle in accordance with County Council Policy (desirable)

Date 20/05/2020

Tier 7 - Frontline Roles