

# Kent County Council

## Job Description: *Senior Night Care Worker*

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<b>Directorate:</b>	<b>Adult Social Care and Health</b>
<b>Unit/Section:</b>	<b>Older People Provision – East Kent or West Kent Area</b>
<b>Grade:</b>	<b>KSD</b>
<b>Responsible to:</b>	<b>Team Leader/ Registered Manager</b>

### **Purpose of the Job:**

Work as part of a team with the aim of providing a 24 hour quality service to users. The postholder will be part of a Care Centre Team working with minimum supervision to provide a complete range of enabling and personal care for clients requiring intense recuperative care within a residential establishment.

### **Main duties and responsibilities:**

- Supervise and assist service users with personal care to ensure the provision of physical and emotional care, enabling independence where possible in all aspects of individual rehabilitative care plans whilst maintaining client privacy and dignity.
- Ensure that all records, such as daily contact sheets and reviews are properly maintained to ensure that the care given meets the agreed care plans, notifying the appropriate lead professionals of any changes and matters of concern.
- Assist in the preparation and updating of night care plans, and ensure all colleagues are advised of any developments during the night shift.
- Distribute and supervise the distribution of medication, ensuring that the distribution is properly recorded, as prescribed and authorised by the lead professional in accordance with received training, agreed procedures and practice, i.e. KCC's Medication Policy, and the client care programme.
- Provide the Centre Manager with any information or issues requiring intervention by other agencies or other sections of the directorate, to ensure matters are dealt with appropriately.
- Ensure care practice promotes equalities which recognises and encourages anti discriminatory behaviour, respecting confidentiality of information, recognition of client rights and choice and respect of personal beliefs.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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## Person Specification: *Senior Night Care Worker*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Social Care qualification - NVQ3 or higher or</li><li>• First level nursing or OT qualification</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience as a carer in a residential care home for older people</li><li>• Experience of working with older people in a rehabilitation or mental health setting</li><li>• Experience of managing a small team</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Leadership abilities</li><li>• Sound report writing skills</li><li>• Good communication skills</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge and understanding of the needs of older people, including recuperative care and care of older people with dementia</li><li>• Knowledge of relevant legislation, i.e. Care Standards Act, Health and Safety at Work Act</li></ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li><li>• We are <b>curious</b> to innovate and improve</li><li>• We are <b>compassionate</b>, understanding and respectful to all</li><li>• We are <b>strong together</b> by sharing knowledge</li><li>• We are all <b>responsible</b> for the difference we make</li></ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>