



Night Care Officer

Service Area:	Adult Residential Services
Responsible to:	Registered Manager
Salary:	Points 6-8

Job Purpose

To provide personal care and support to adults with physical and/or learning disabilities in a residential home environment.

Main Duties

- To take full responsibility for residential care services provided in the home at night
- To carry out checks throughout the night on all residents as required.
- To ensure that the building is made secure every night.
- To periodically carry out day duties to maintain competency and skills in the Delivery of Support, knowledge of plans and assessments and team cohesion
- To provide personal care and support to residents in accordance with their Care Plan
- To ensure a safe, caring, positive and stimulating home environment for residents using Intensive Interaction and Positive Behaviour Support Strategies
- To ensure a high standard of care is provided in line with current regulations and Care Quality Commission standards
- To support the application of Safeguarding tools in accordance with relevant guidelines
- To enable residents to develop and maintain their skills to live independent and fulfilled lives e.g. cooking, cleaning, shopping, accessing community facilities
- To promote dignity and respect ensuring residents choice and control
- To be aware of risks to residents, follow risk assessments and promote a positive risk taking culture



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We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances.



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Main Duties continued

- To promote excellent health and safety practices at all times within the residents home and when supporting residents in the community.
- To be aware of infection control issues within the home, ensuring high standards of personal hygiene and a clean environment are maintained at all times
- To administer medication to residents in accordance with procedures and training
- To be aware of Policies and Procedures relating to the provision of services
- To ensure written records for residents are completed to a high standard
- To ensure incidents, accidents and safeguarding issues are recorded accurately in the appropriate logs
- To act as Care Co-ordinator to an individual resident as required
- To liaise with other foundation services involved with residents including Hedley's Able 2 and Hedley's College
- To liaise with family, friends and health / social care professionals on behalf of residents as required
- To enable and encourage social activities both in the home and within the local community
- To escort residents as required and drive Foundation and/or Motability vehicles where a valid license is held
- Any other reasonable duties relating to the residents needs



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Skills, Knowledge & Aptitude	Essential	Desirable	Assessment
Good written/verbal communication skills	✓		AIR
Good organisational skills	✓		
Good I.T. skills		✓	
Knowledge of working with adults with disabilities		✓	
Knowledge of CQC standards		✓	
Qualifications and Training	Essential	Desirable	Assessment
Care Certificate		✓	AIR
Level 2 qualification in Literacy and Numeracy		✓	
Level 2 qualification in Health and Social Care		✓	
BSL basic skills		✓	
Moving and handling of People		✓	
Understanding of challenging behaviour, Positive Behaviour Support and Restrictive Physical Interventions		✓	
Experience	Essential	Desirable	Assessment
Experience of providing personal care and support		✓	AIR

A: Application I: Interview R: References



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Personal Qualities	Essential	Desirable	Assessment
Able to work on own initiative	✓		A
Confident to communicate effectively with families, carers and neighbours	✓		
Flexible, enthusiastic, committed	✓		
Good team member	✓		
Caring and empathetic	✓		
Able to liaise with professionals		✓	
Special Requirements	Essential	Desirable	Assessment
Able to work Night Shifts and flexibility to work Early/Late/Weekend shifts periodically	✓		I
Flexible and able to extend hours of work if required		✓	

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Get in Touch



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About Us

We are an ambitious, entrepreneurial and innovative charitable business working in a person-centred way to meet the needs of people with disabilities and their families. We provide a range of high quality and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.



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