

Job Description

Job Title:

Care Assistant- Night Lead

Your name:

Your place of work:

Pilgrims' Friend Society is a Registered Charity which has been providing Christian care and support for over 200 years. Our Christian ethos remains central to everything we plan and do, and all our senior staff are committed Christians.

It is a fundamental principle of Pilgrims' Friend Society that your workplace should be an expression of committed Christian care. It is expected that all staff will commit to avoiding doing anything whilst at work that would undermine this expression and ethos.

We have a distinctive approach to living with people in our homes and schemes. We refer to the people who live with us as "family members" and our approach to care known as "The Way we Care"(TWWC) is highly person centred and values each person as precious and made in God's image.

We are seeking dedicated individuals who are passionate about providing holistic care and support to our family members at Pilgrims' Friend Society. As an integral part of our team, you will play a crucial role in ensuring the well-being and happiness of our family members. To uphold our mission and values, we expect all staff to embody TWWC in their daily responsibilities. We want to engage with the communities and churches around our homes to their benefit as we share our resources and to our benefit as we recruit volunteers who add so much to the quality of what we do. Below are the key expectations for this role:

Important note: Night staff are not permitted to sleep during any part of their shift, including during breaks, unless they are on a specified "sleep-in" duty. Staff who sleep on night duty will be dismissed and have their names reported for possible insertion on the DBS "barred" list as having abused vulnerable adults through neglect. Those whose names appear on this list are prevented from working in care in the future.

1. The main purposes of your job are:

- To provide supervisory cover for the home during the night shift
- To provide a professional service for the care and the wellbeing of all our family members on a personal level and to undertake other duties as directed by the management
- To have a consistent positive attitude showing a respect for the on-going development of a person-centred culture within the home
- Participate in on-going learning which will develop your own emotional self-awareness enhancing your person-centred approach towards others

2. Where you fit into the team:

You are responsible to the Care Team Leader or Care Manager.

On a daily basis, you are responsible to the duty member of the management team, whether they are on duty on site or on-call by telephone.

You are responsible for all care staff when you are on duty as Care Assistant- Night Lead

3. Your main job duties are:

1. Supervising all staff on the Care Team during your period of duty
2. Supervising the care and well-being of service users. This includes hands-on care
3. Providing support to family members with their activities of daily living as identified in their care plan to enable them to retain the highest possible degree of privacy, choice and personal independence
4. To read the life histories of those family members experiencing dementia so you are able to understand possible triggers of behaviours and actively live in their moment. This is especially important for night staff
5. To comfort and assist those family members who walk with a purpose at both day and night
6. Regularly monitor all family members in accordance with their care plan to ensure their safety and well-being, including help with personal needs and giving reassurance
7. Embrace the values of TWWC, recognising the importance of treating every family member as an individual and prioritising their unique needs and preferences with a compassionate approach.
8. Answer calls on the call system, assess needs and provide appropriate help in accordance with the care plans
9. During night shifts administering medications to family members in accordance with the medications policy
10. Calling GP or emergency services should the need arise
11. Answering the telephone in a professional manner and taking messages as required
12. Encourage family members with mobility problems and other disabilities in the use of personal aids and provide support as required
13. Provide holistic end of life care with a focus on spiritual and emotional well-being, adhering to our whole person approach philosophy, and demonstrating excellence and compassion in every aspect of the care provided. By incorporating compassion, we strive to create a nurturing and empathetic environment where family members feel valued, supported, and truly cared for
14. Provide end-of-lifecare when required
15. Consult the Senior on call for advice or help as appropriate
16. Undertake other duties as detailed by the manager during the course of your shift. This may include stock checks or other administrative or domestic tasks, including some food preparation duties
17. Assist with maintenance of family members' rooms and public areas for a tidy and comfortable living environment. This includes things such as making beds, tidying living areas, emptying commodes, removing used or soiled linen and clothing, as well as other housekeeping tasks as required
18. To support and encourage family members who would like to be involved in maintaining their living area respecting their specific needs and choices

19. Actively engage in all aspects of home life, including supporting family members with various activities that enhance their quality of life which may include accompanying them to services or reading the Bible to them
 - a. Strive for excellence in supporting engaging events and activities that promote a sense of community among family members
 - b. Be transparent in your efforts, openly communicating the goals and benefits of these activities to the family members
20. Assist with the promotion of mental and physical activities for family members
21. Write notes for family members care plans and records using person-centred language putting the person first not the task, as required by your manager
22. Giving a hand over report to the next shift; Communicate necessary information with staff on other shifts at the start and end of your duty
23. Assist in providing a supportive environment that respects and celebrates the Christian beliefs and practices of our family members
24. Taking responsibility for Health, Safety and Security while you are on duty including regularly monitor the building for safety and security
25. If required, admit and attend to inspectors or other visitors. Ensure that visitors to the home are welcomed and offered a drink etc. as appropriate
26. It is important that all visitors are asked to produce some form of identification and state the reason for their visit before being admitted. If necessary, this must be checked with Senior of duty/on call
27. Support families, friends and supporters of all our family members, especially those relatives who have family members experiencing dementia, practising understanding and listening skills whilst promoting the person-centred approach of our service putting the family members' choices and feelings first
28. Raise any concerns regarding family members or relatives/friends with the manager
29. Reporting to the manager any concerns or complaints from family members or staff
30. Develop the role of the 'Care Assistant - Night Lead' for the benefit of the whole scheme. Displaying a positive attitude at all times consistent to delivering a person-centred service

General

31. Assist in providing a supportive environment that respects and celebrates the Christian beliefs and practices of our family members
32. All staff are expected to further their knowledge and development through attendance on courses thought to be appropriate by their manager or at training sessions provided or facilitated by Pilgrims' Friend Society
33. In addition to the duties and responsibilities listed, you are required to perform other duties assigned by your manager from time to time that are within your capabilities