## Job Description

### Care Assistant - Night Duty

#### Introduction

A. I. is committed to working in partnership with service users/residents, their families, commissioners and others to provide a specialist, person centred and outcome focussed service for people with learning disabilities.

All staff are expected to:

- Work in the context of AI’ Vision, Mission and Philosophy and to use a person centre approach in order to support service users/residents in achieving their goals.
- Work to develop their abilities in line with the A.I. Competency Framework.
- Recognise the positive abilities of service users/residents and support our shared belief in lifelong learning.
- Adhere to the A.I. Code of Conduct and the NI Social Care Council’s Code of Practice (NISCC), showing a high degree of professionalism, resilience, and a willingness to remain committed during particularly demanding times.

#### Location / Department

Care Assistants are usually recruited for specific locations and residents, but may also be required to work at other locations, either temporarily or permanently, or may be recruited for across services.

#### Line Manager

Care Assistants are managed and supervised by the Manager where they are located, through the line management structure.

#### Purpose of Position

- To use person centred approaches to support the Residents in the Home to meet their needs throughout the night
- To provide flexible and supportive services to maximise Resident’s independence.
- To work within the context of organisational policies, procedures, guidelines and standards.
- To support and promote the AI’s Mission and Values in all aspects of the role.
- To maintain confidentiality at all times.
- To work in partnership with the Residents, the team, the organisation and the wider community.
- To promote equality and diversity within the service and the wider community.
- Support Residents to manage their health and well-being and to provide personal care where appropriate.
- To attend staff meetings, supervision meetings, training sessions and contribute to the promotion of good practice across the service.
- Attend and participate in all mandatory training and updates.
- Comply with legislation as communicated to the incumbent through AI and its policies and procedures.
- To support the Registered Manager in the operation of the home, particularly to carry out domestic duties as identified.

### Accountabilities
- For ensuring that the Residents are treated with dignity and respect in all aspects of their lives.
- Taking person-centred approaches to supporting the Residents (when in doubt seek help or advice)
- Meeting the requirements of AI’s policies & procedures.
- Ensuring that the protection of vulnerable adult procedures are followed as a primary consideration.
- Reporting concerns or raising questions when in doubt.
- Following care plans, shift plans and domestic duty plans.
- Liaising with the On-Call out of hours services for advice and support when needed or when procedures require the incumbent to do so.

### Residents’ Support
- To support Residents with all aspects of their Care Plan and Care Guidelines.
- Where appropriate, support Residents with their personal care needs (washing, dressing, toileting, dental care, etc).
- Support Residents to develop skills to enable them to manage their daily lives.
- To communicate with Residents’ using all appropriate methods and to actively listen to their views, decisions and choices.
- Support Residents to achieve planned goals and personal outcomes.
- Support Residents to be at the centre of any planning about their lives.
- Support Residents to become active and valued members of the community (during the night, this could mean the community within their house)
- Participate in Resident’s holidays.
- Support Residents in line with their behavioural guidelines.
- Inform the Registered Manager or shift leader of any concerns relating to the health and well-being of the Resident.
- Support Residents’ to make complaints or report any concerns.
- Respect Residents’ privacy, property, home, dignity and choice.
- Assist Residents to develop and maintain relationships with their family and friends.
- Use emergency services and medical support services where appropriate.
- Support Residents with their evening activities.
- Use out of hours On-Call support where appropriate.
- To make regular checks on the activities and well-being of the Residents during the night in accordance with the agreed procedures.

### Recording, Reporting and Administration
- Complete Residents’ support notes at the end of each shift.
- Maintain complete, accurate and timely records (care notes, tick charts, health notes, and behavioural records, financial records, communication book notes, diaries, etc.)
- Ensure that the Registered Manager and/or Deputy Manager are given regular verbal updates and to report any concerns, worries or deficits in service provision.
- To follow AI’s financial policies and procedures.
- To read communication book, support notes, and diary at the beginning of each shift.
- To assist in the development and implementation of risk assessments.
- To follow the Read and Sign processes for all AI documentation.
- To report any breaches in discipline, performance or conduct by any AI employee.
- To report any incidences of abuse using the Ashcroft whistle blowing or vulnerable adults procedures.
- Support the Registered Manager to maintain the Home by carrying out domestic, maintenance and administrative duties as directed by the Manager.
- To receive and deliver a handover at the beginning and end of every night shift in accordance with the AI procedures.
- To follow AI Medication Policies and Procedures.

### Team Working
- To work in partnership with Service Users, staff team members, agencies, families and other stakeholders, including AI’s Head Office departments, as appropriate.
- Work in a non-aversive, non-abusive manner and promote an open, inclusive culture with both Residents and staff.
- Participate in and support the development of team members, as directed by your line manager.
- Support other Services within AI by carrying out shifts at those Services (as requested).
- Support the Registered Manager and the staff team to maintain the Home by carrying out cleaning, washing, ironing, and other domestic duties, involving Residents where appropriate.
- To attend meetings as directed by the Registered or Deputy Managers.
- To follow the shift plan.

### Employee Development
- Receive and complete an agreed induction in the first six months of employment
- Participate in any on-going induction
- Participate in bi-monthly supervisions with your line manager
- Participate in the AI’s appraisal process
- Attend training courses to enhance your skills and knowledge

### Key Worker / Co-Key Worker Responsibilities
- To act as a Key Worker or Co-Key Worker where directed to do so and where this can be accommodated within the constraints of the hours worked.
- To work closely with the appointed Service User to promote person centred approaches in all aspects of their lives. To develop a person centred plan for the appointed Resident.
- Provide monthly reports and to provide pre-Review reports.
- To attend Resident review meetings, and present information at Residents’ Review meetings. Implement recommendations or actions arising from the meeting – working in conjunction with the Resident and other parties to do so.
- To promote Resident attendance at their review meetings.
- Maintain Resident administration records, the Resident’s Main and day-to-day files.
- To record, report, agree and take actions to address any concerns, complaints or grievances that the Resident may have. To adopt the Safeguarding Vulnerable Adults and Complaints procedures where appropriate.
- Carry out risk assessments.
- Assist with the development of Care/Support Plans.
- Proactively support the Resident to manage their health and well being by ensuring that medical reviews and appointments are organised regularly e.g., doctor, dentist, optician, dietician, chiropodist, etc.

### Additional
- To take responsibility for the health and safety of self and others. Bring concerns or questions to the attention of the Home management or AI Management.
- To maintain house security at night, ensuring client safety.
- Any other responsibilities or duties within the reasonable capability and expectations of the role, as discussed between AI and the night duty worker.
- Provide support to other AI services when requested (following discussion with the shift
### Working Environment and Potential Risks
- To work waking nights to carry out a range of duties during the course of the shift.
- To support Residents during the night.
- Implications for COSHH: domestic chemicals and pharmaceuticals.
- Implications for health and safety: Food hygiene, fire safety, manual handling, accident prevention, security, etc.
- The role requires working at nights.
- The night duty worker will be required to attend meetings in the home.
- To ensure the home is clean and free from offensive odours
- To undertake the cleaning of all communal areas on a daily basis
- To ensure that all laundry is cleaned and ironed daily.

It is the nature of the work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. The post holder will therefore be expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description, have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. The job description may also be reviewed in light of changing service, or resident needs, developments in the Company, or due to legislative or regulatory requirements or in consultation with the post holder.

This job description is not definitive and may vary.

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January 2014
## Person Specification

### Care Assistant (Night Duty)

<table>
<thead>
<tr>
<th>Qualifications/Experience</th>
<th>Essential:</th>
<th>Desirable:</th>
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<tbody>
<tr>
<td><strong>Entry level or GCSE’s A-D to include English and Maths or equivalent</strong></td>
<td></td>
<td>Health Care qualification (QCF Level II or equivalent)</td>
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<tr>
<td><strong>Working knowledge, personal knowledge and or voluntary knowledge in the care/support field.</strong></td>
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<td>Current driving licence OR Can demonstrate mobility to carry out the functions of the job.</td>
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<tr>
<td><strong>Registered with NISCC or willingness to register</strong></td>
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### Knowledge:

- **Understanding of learning disabilities and to respect the needs and rights of people who have learning disabilities and associated conditions**
- Knowledge of R.Q.I.A. standards

### Skills/Attitudes:

- **Experience of providing personal care.**
- Written & oral communication skills to an acceptable standard.
- Be prepared to work in a professional manner.
- Recognising people have different ways of communicating.
- Ability to work as a team member
- Ability to work on your own initiative and be pro-active in your approach.
- Ability to understand that everybody is different and acknowledging the expertise of the resident and promoting resident independence.

### Personal Qualities:

- Approachable, friendly, adaptable and understanding.
- Flexibility in relation to needs of the duty rota, available to work mornings, evenings, weekends and occasional waking night duty to cover absence.
- A willingness to learn and an interest in continuous learning.
- Patient, creative, empathetic and respectful.
- Willingness to work within the mission, vision and values of Autism Initiatives.

### Other

- Empathy, non judgemental, attention to detail, maintain professionalism, resourcefulness, flexibility, motivation to learning and improve professional skills, adaptability in approach to change.

### General

- Prepared to work mornings, evenings and weekends on a roster basis.

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The Company reserves the right to enhance desirable criteria for the above position to facilitate short listing, if required.
Terms and Conditions

Post: Care Assistant

Hours of work: As per contract. Usually 9pm to 7am (10 hrs per night)
Full time – 40 hours per week - Night Duty
Part time – 20 hours per week – Night Duty

Place of Work: Ormeau Road, Belfast

Salary: Salary £13,300.56 pa pro rata

Leave: Annual Leave which is pro rata – 20 days from 1st April to 31st Mar

Bank Holidays: Bank Holidays which is pro rata – 8-12 days per leave year – due to the movement of Easter holidays.

Probation: Subject to satisfactory 4, 8, 12 & 24 week assessments and six month probation period

Occupational Health Benefit: The organisation operates an Occupation Health Benefit scheme

Pension: Pension scheme - automatic enrolment

Equal Opportunities: Autism Initiatives is committed to equal opportunities and as such welcomes applications from all sections of the community.