



JOB DESCRIPTION – NIGHT CARE MANAGER

£8.53 per hour

REPORTS TO – HOME MANAGER

Job purpose - To plan, monitor and deliver the highest standards of personalised care to residents, ensuring that everyone is treated with respect and dignity, and that individual's rights to privacy, dignity, independence and choice are met. To supervise and evaluate the care delivered to residents always ensuring that legal and Care Home standards are met.

Key Responsibilities

1. To act as the person in charge of the home in the absence of the Manager ensuring that legislation is adhered to and standards are maintained.
2. To provide the highest level of personal care and attention to residents, following individual care plans carefully and ensuring that all contact is polite, friendly, warm and supportive. To act as a key worker for a named group of residents, ensuring that these responsibilities are carried out in full (as defined in the training manual).
3. Responsible for; understanding and complying with statutory and legal requirements that are relevant, including; Health & Safety, COSHH, all aspects of the Health & Social Care Act to ensure that all care teams and other staff maintain a safe environment throughout the home. Understand and have an awareness of Infection Control.
4. To participate in the formulation of individual care plans for each resident and administer medication to residents as prescribed, accurately maintaining appropriate records for both.
5. To always be alert to residents physical and mental well being, immediately dealing with and reporting any changes in a resident's condition. Liaising with other care professionals as required, and ensuring that all records are updated accurately.
6. To respect and maintain confidentiality of resident's personal information at all times, this includes resident's behaviour and actions and any incidents that may occur in the course of day to day care and to ensure that all care teams and other staff understand and respect this.

Relevant facts and figures relating to the job

Key worker to designated residents.

Formal supervision of certain employees.

Job context

This role is a team role, with clear responsibility for specified residents along with supervising the senior care assistants and care teams.

Clear communication with team members is essential as well as regular updates and communication with the care home manager.

Key challenges

To supervise and support the care team, ensuring that the Care Home values of trust, respect and care are always maintained and that each team member treats residents in the way that they would expect to be treated themselves.

Key measures

Mandatory training is up to date

Supervision meeting with Home Manager every 2 months

Results and feedback from Home inspections and audit reports (internal and external).

- 7. Ensure that all care teams and other staff are understanding and patient towards residents and their needs, and encourage, assist and support residents to participate in leisure activities as appropriate to the individual, ensuring their social and emotional needs are met. Occasionally escorting residents to outside appointments and leisure outings.
- 8. Undertaking general care assistant duties throughout the home as needed.
- 9. To be an active and encouraging senior member of the Care team, responsible for running team meetings, ensuring good communication and leading the induction and training of newly appointed care assistants, the Highpoint Care is a friendly and supportive working environment.
- 10. Participate in the sales and marketing of the home in order to maintain an adequate capacity of residents in the home with the correct ratio of skilled, trained staff.

Person Specification

Minimum of 3 years working in a caring environment
 NVQ3 in Direct Care
 Good numeric and literacy skills
 Basic budgeting and accountancy skills
 A warm and friendly disposition
 Strong team player
 Good communication skills, able to put others at ease
 Supervisory/leadership skills
 Willing to develop management skills
 Reliable and punctual

Agreed by (Job holder) Date

Agreed by (Supervisor/Line Manager) Date