



The Hospital of God at Greatham

Twilight Care Assistant– job description

Job Title:	Twilight Care Assistant
Report to:	Registered Manager/ Nurse in charge
Responsible to:	Registered Manager/ Nurse in charge
Location:	Gretton court 1 Heather Grove, Hartlepool
Qualifications:	NVQ level 2 or previous experience
Essential Experience:	Working with people with dementia related illnesses/functional mental health needs

General

The Care Assistant is part of the caring team and as such works with other staff to care for the residents in the home. The work can be physically and mentally demanding and the person appointed to the post will be expected to have an understanding of and sympathy with elderly people. Care for residents must be provided in a way which preserves dignity, treats individuals with respect, offers choice and safeguards privacy.

To apply for the post applicants would normally be expected to have NVQ Level 2, however, previous experience or work with elderly people would be considered.

Duties

1. To help the residents to lead as full a life as possible, to organise activities between the hour of 6pm and 7pm for the residents, e.g. handicrafts, games and reading etc an activity time table/ rota and instructions are available and the activity co-ordinator will leave the resources needed for that night.
2. Between the hours of 7pm and 8pm prepare residents rooms ensuring that the bedrooms are warm and tidy, that they are free from hazards, that the bed is dry, clean and comfortable. Checking that windows are closed (unless reason for them not to be) closing curtains and ensuring that there are continence products and washing essentials where necessary.
3. To record where necessary/using appropriate documentation

4. To help with serving of meals and assisting residents where necessary. Helping to clear away the dishes afterwards
5. To make drinks, or help residents make drinks, when required. Clear away and wash up afterwards.
6. To report any changes in residents condition to the Registered Manager or Nurse in Charge
7. To recognise and report any safeguarding concerns and follow appropriate safeguarding procedures
8. To report incidents to residents, staff or visitors to the Nurse in Charge, who will record it in the Accident book.
9. To care for residents property and that belonging to the home as directed
10. To care for equipment and report any defects to the Registered Manager/Nurse in Charge
11. To accompany residents to activities outside the home when necessary
12. To help bathe, wash and dress residents when necessary
13. To help residents with their toilet requirements
14. To clean up spillages as they occur using appropriate equipment supplied and as specified in the **Health & Safety Policy**
15. To help care for residents who are terminally ill
16. To assist with any other duties as required
17. To work in accordance with The Hospital of God policies & procedures in particular Codes of Conduct, Health & Safety, Infection Control & Staff Handbook

This job description is not intended to be a complete list of duties or responsibilities, but indicates the main function of the post. When taking up you post a comprehensive list of policies and procedures will be given.

Terms and Conditions

Salary:	£7.81 per hour
Pension:	The Hospital of God accords with auto-enrolment pension requirement
Annual leave:	Pro- rata 5.6 weeks, 6.2 weeks per year after 2 years and 6.6 weeks per year after 5 years. In all cases including statutory holidays.
Normal working hours:	to be arranged
Probationary period:	3 months.