Assisted Living

NIGHT DUTY SUPERVISOR

Job Profile Summary

JOB TITLE: Night Duty Supervisor

REPORTING TO: Registered Estates Manager

Job Purpose

The post holder is a member of the duty care team, covering the night shift partly on a sleeping night basis and is not permitted to leave the building when on duty. The post holder is expected to discharge all duties and responsibilities in such a way as to enhance the quality of Assisted Living residents' lives in retirement.

The post holder is expected to respond to any emergency calls from residents throughout the night.

Key Tasks

During waking hours the post holder will be responsible for:

1. Being the first line of response on call, alerting the emergency services as appropriate reporting any changes to the Estates Manager in the morning.
2. Monitors the well being of residents as necessary, being alert to personal care and support needs and liasing with the Management Team accordingly.
3. Undertaking practical duties where necessary including communal cleaning and resident's laundry.
4. Undertake manual handling as appropriate.
5. Occasionally providing assistance with drinks if required.
6. Maintaining necessary records such as residents care plans, and contribute to reviews of residents' needs as directed.
7. Attending meetings, training courses and follow-up refresher courses as required.
8. Maintaining a professional appearance and using personal protective equipment as required.
9. Carry out a security check last thing at night and first thing in the morning.
10. Monitor the development for any Health & Safety issues in the communal areas and notify any issues to the Estates Manager.

During the sleeping part of the night (generally 11.00 – 7.00), the post holder will be on call. Should there be more than three instances when the post holder has to respond, the night will be deemed a waking night and the post holder will be paid accordingly.

General

Work at all times in accordance with the Assisted Living service philosophy and is expected to discharge all duties and responsibilities in such a way as to enhance the quality of Assisted Living residents' lives in retirement.

Undertake other such duties as may be required by the Manager.

May be required to undertake duties in other locations operated by the employer.

Equal Opportunities

Promote and act at all times in accordance with the Company's Equal Opportunities Policy.

Confidentiality

Your attention is drawn to the confidential nature of this post. Disclosures of confidential information or disclosures of any data of a personal nature can result in prosecution for an offence under the Data Protection Act 1984 or an action for civil damages under the same Act in addition to any disciplinary action which might include dismissal.

Health and Safety

It is the duty of every employee, under the provisions contained in the Health & Safety at Work Act 1974, to adhere to the employer's Health and Safety polices and to ensure that they:

1. Take reasonable care of themselves and for others at work.
2. Co-operate with the company, as far as necessary, to enable them carry out their legal duty.
3. Do not to intentionally or recklessly interfere with anything provided (including personal protective equipment) for health and safety reasons or welfare at work.
4. Report any accident or untoward incident, to take appropriate remedial action as appropriate and to report fully to the Registered Manager

A copy of the current Health and Safety Manual will be kept at the development.

Training

The post holder will be expected to attend meetings, training courses and follow-up refresher courses as required.

Please Note

This job profile is not an exhaustive list of duties, but is intended to give a general indication of the range of work undertaken and will vary in detail in the light of changing demands and priorities within the Assisted Living developments. Substantial changes in the range of work undertaken will be carried out in consultation with the post holder.

Person Specification – Night Duty Supervisor

Criteria	Essential	Desirable
Experience	• Good interpersonal skills • Experience of working in a supported living / care environment	
Training & Qualifications	• Diploma in Health and Social Care (Adults) for England (QCF) Level 2 or equivalent • Be flexible in order to attend training courses • Basic literacy skills (to be able to produce and read care plans, and to complete running daily records) • Must be willing to work towards relevant qualification	• Other care-related qualifications e. g. Assessors Award • Reasonable level of computer literacy
Flexibility	• Available to work during alternate weekends • Attend staff meetings	• Willing to undertake extra shifts
Personal Characteristics	• Ability to remain calm under pressure • Caring approach • Reliability • Ability to manage your own time • Honesty and respect for confidentiality • Professional appearance • Ability to communicate • Ability to work as part of team	