



BBCH Role Profile: Night Care Assistant

Accountable to:	Care Manager, Senior Care Practitioners, Senior Carers
Base:	Bernhard Baron Care Home, Polegate, East Sussex
Hours:	You will be expected to work 10 hours per night on a Rota which may include weekends and bank holidays. You will be provided with a fixed Rota, though this may change from time to time as staffing requirements change.

Purpose of the Role

To be an essential part of our care team, providing compassionate, person-centred support that enhances the physical, emotional, and social well-being of our Residents. To promote independence, treat everyone with dignity and respect, and help create a warm, welcoming environment.

Responsibilities

1. To support Residents with daily living tasks while encouraging independence and individuality.
2. To offer support and care throughout the night according to need.
3. To assist Residents with personal hygiene and grooming when required e.g. getting up and getting ready for bed, washing, dressing/undressing/toileting, catheter care.
4. To give "Total Care" and carry out duties as instructed by Senior Staff or members of the Primary Health Care Team (GPs and Nurses).
5. To make and change beds to maintain a comfortable environment.
6. To record progress and changes in the Residents' care plans and give a comprehensive handover to senior staff.
7. To offer refreshments to Residents, families, and visitors.
8. To be aware of the security of the main building and be familiar with the locking up and unlocking procedure of the building.
9. To answer the telephone at night.
10. To be aware of the security of the main building and be familiar with the locking up and unlocking procedure of the building.
11. To attend the Cottages when assistance is needed.
12. To do laundry, ironing and light sewing as required.
13. To layup breakfast trays and undertake any other kitchen tasks as required.
14. To always maintain strict confidentiality.
15. To attend all mandatory training sessions.
16. You may also be asked to perform other reasonable tasks to support the team and enhance Resident care.

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Person Specification Capabilities

- Always present yourself neatly and professionally.
- Wear the appropriate uniform and flat, closed in shoes.
- No jewellery (except for a plain band ring).
- Keep make up minimal.
- Keep hair tidy, with long hair tied back.
- Maintain a cheerful, respectful, and compassionate approach to all Residents and staff.

Level of Knowledge

- Understanding of person-centred care principles and the ability to support individual while promoting dignity, choice and independence.
- Basic awareness of safeguarding adults, including how to recognise and report concerns.
- Familiarity with infection prevention and control practices within a care setting.
- Knowledge of confidentiality, data protection, and professional boundaries.
- Awareness of health and safety procedures, including safe moving and handling Techniques.

Skills

- Able to communicate clearly and sensitively with service users, families, and colleagues, both verbally and in writing.
- Demonstrate patience, understanding, and a genuine desire to help others.
- Ability to assist with daily living tasks such as personal care, mobility support, nutrition, and hydration (training provided if needed).
- Capable of prioritising tasks and managing workload in a fast-paced environment.
- Able to identify issues, escalate concerns appropriately, and follow care plans accurately.
- Work collaboratively with colleagues and contribute positively to the team environment.
- Consistent, punctual, and able to follow instructions and routines.
- Basic ability to use care monitoring systems, mobile devices, or electronic record-keeping (training can be provided).