



*ellenor.*<sup>x</sup>  
hospice care in your home or ours

# Job Description

Flexibank HCA Night Sitting Service

[ellenor.org](https://ellenor.org)

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Registered Charity No: 1121561

[@ellenorcharity](https://www.instagram.com/ellenorcharity)



**Job Title:** Flexibank HCA Night Sitting Service

**Department:** Hospice @ Home Team

**Contract Terms:** Flexibank 0 hours - Shifts to be offered as required for the service

**Salary:** £11.44 - £11.96 Per Hour

**Location:** Based at ellenor Hospice, Coldharbour Road, Gravesend, Kent and will be working in the community

**Responsible To:** Operational Lead for Adult Community Services

**Accountable To:** Director of Care

**Manages:** N/A

## About

**Us:** The organisation operates an in-patient ward located at the Hospice in Northfleet, comprehensive community services for adults and children, and a variety of outpatient and Wellbeing services. All services are supported and delivered through a multidisciplinary team (MDT).

The adult in-patient ward currently accommodates 7 beds. The Medical Service provides dedicated support to adult inpatients and outpatients, including ward rounds, admissions, home visits, and participation in MDT meetings.

The Adult Living Well Service offers outpatient clinics along with Physiotherapy, Occupational Therapy, and Wellbeing Services. These include Complementary Therapy, Counseling, Bereavement Support, Family and Carer Support, and Chaplaincy.

The Community Service comprises the Adult Hospice at Home Team and the Care Home Support Team. The Medical Team supports these services by reviewing patients in clinics, at home, and in nursing homes.

This service provides specialist nursing care and hands-on support, as well as short breaks for children with cancer or life-limiting care needs in their own homes. Medical support for the Children's Team is delivered by the young person's GP and consultants from tertiary centres in London.

The core area of service includes Dartford, Gravesham, and Swanley, covering a population of approximately 270,000 people, including over 45,000 adults aged 65 and above.



## Scope and Job Purpose:

The role of a healthcare assistant is primarily to provide all aspects of personal care to patients within their own homes, ensuring all patients are treated as individuals, respecting privacy and dignity, and encouraging and promoting independence.

You will work on a one to one basis with the patient and family, following reviews by the Hospice @ Home team, fostering a holistic approach to patient care.



# Main Duties and Responsibilities:

- Provide basic and routine care to patients
- Achieve and maintain high standards of nursing care at all times
- Preserve and promote patient and family dignity and self-esteem
- Assist in promoting patient independence and choice
- Maintain a respectful, non-judgemental and caring attitude towards all patients and their families
- Recognise and report any changes in the condition of the patient and family
- Assist in ensuring that patients are nursed in their own environment
- Promote an environment where relatives may participate appropriately as partners in a caring team
- Communicate relevant information and patients to ellenor staff at shift handover .
- Listen and talk with patients, relatives, and friends, and report any relevant information to the registered nurse.
- Assist with relevant documentation involving the visit
- Participate in risk assessments, e.g. manual handling, mouth care, pressure ulcer prevention



## Management and Professional Accountability

- Demonstrate the ability to work effectively and reliably within a multi-professional team of staff and volunteers
- Demonstrate the ability to manage your workload whilst prioritising and communicating effectively
- Recognise and work within budgetary constraints
- Ensure the economical use of resources.
- Report any defects in equipment to the sister/team leader or, in her absence, the nurse in charge.
- Participate in agreed methods of "off duty" planning and annual leave booking arrangements
- Be aware of and comply with all Hospice and statutory policies and procedures as appropriate
- Ensure accurate recording of written and verbal communications



## Education, Training, and Personal Development

- Participate in the induction, supervision, ongoing training and support of newly recruited nursing assistants and volunteers
- Participate in the ongoing education programme of the Hospice by attending appropriate in-house study days/sessions and courses
- Keep up to date with current legislation, practice issues and relevant developments in palliative and bereavement care



- Attend mandatory training as requested
- Be responsible for a delegated area of special responsibility and interest
- Participate as an active member of in-house working parties/project teams under the direction of a Registered Nurse
- identify learning needs and participate in the planning, development and implementation of a personal development plan
- Achieve competencies appropriate to the role of the Nursing Assistant in palliative care.

### Health and Safety

The post holder is responsible for taking reasonable care of themselves and others regarding managing risk, health, and safety and will be required to work within appropriate policies and procedures.

This job description is not intended to be restrictive but outlines the main duties. It will be reviewed periodically to take into account developments in the organisation, department, or role.

### General:

- Adapts and develops in line with the changing needs of the role,
- Acts as an ambassador for **ellenor** to raise the profile of the organisation at a local, regional and national level, as required,
- To maintain up-to-date mandatory and essential role training
- Works flexibly across sites and departments from time to time as may be requested by their managers,
- Undertakes other duties commensurate with the seniority of the post as may be requested by their managers,
- To follow all policies and procedures,
- Work within own professional Code of Conduct at all times
- To be aware of the staff values of the **ellenor** and to behave as a fit representative.

# Person Specification:

(All criteria are essential unless stated otherwise)

## Education / Qualifications:

- NVQ level 2/3 in Health & Social Care
- End-of-life training/certificate (Desirable)
- Hold a full UK driving licence

## Experience:

- Previous experience of dealing with patients in a community, inpatient setting or care home
- Experience in end-of-life care, caring for dying patients and those with life-limiting illness.
- Working within a specialist palliative care setting (Desirable)

## Knowledge, Skills and Attributes:

- Ability to work without direct supervision and use own initiative
- Up-to-date clinical nursing skills
- Excellent communication skills
- Team player
- Ability to work in stressful and emotive situations
- Good understanding of the needs of patients and relatives during end-of-life care.

