**SEFTON METROPOLITAN BOROUGH COUNCIL**

**Childrens Social Care**

Job description Casual Night Support Worker

**Grade:**  **Grade E**

**Location: Springbrook**

**Job Evaluation Number A2189**

**Responsible To Registered & Assistant Manager, Senior Practitioners,**

**Responsible For:** **N/A**

**JOB PURPOSE**

* To provide waking night duty cover in the Springbrook.
* To undertake any domestic duties which can be performed throughout the night.

**MAIN DUTIES**

* To undertake all tasks relating to the personal care or medical needs of disabled children and young people.
* Participate in handover discussions at the beginning and end of each shift ensuring all relevant information is recorded and shared.
* To respond appropriately to anyone contacting the home at night and to contact emergency services if there appears to be any threat to children/young people or staff.
* To make periodic checks regarding the well-being of all children/young people, ensuring adequate supervision and support is given where required.
* To record checks/incidents and any calls or messages left for day staff.
* Prioritise disabled children/young people’s needs.
* Awake and prepare breakfast for children/young people and prepare packed lunches as required.
* Attend any training relevant to post.
* Contact the ‘On Call’ member of staff in the event of any emergencies

**HEALTH & SAFETY**

* To follow practices and procedures that are in place to ensure the health & safety of the staff and service users.
* To follow systems and processes that are in place to enable the safe administration of medication to those who require it.
* Care plans are to be followed for children and young people thus ensuring all their care needs are met whilst in the care of the home
* All staff are responsible for the implementation of the health and safety procedures so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of health and safety arrangements relating to their work to ensure appropriate improvements are made when necessary.
* Follow meticulously any safeguarding requirements.

**SPECIAL CONDITIONS**

* This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory enhanced Criminal Record Disclosure in order to be appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment.
* Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.
* The Council operates a no smoking policy. Employees are not allowed to smoke in the workplace or to take smoke breaks during work time.
* This post will involve evening/weekend and overnight work.

**GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Undertake and participate in training, coaching and development activities as appropriate.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

**Note:** Where the post holder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job

Date June 2022

Name Richard Potts

Designation Manager

**Person specification: Night Support Worker**

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| --- | --- | --- |
| **Personal Attributes Required** | **Essential (E) o**r **Desirable (D)** | **Method of Assessment** |
| **Qualifications**  NVQ Level 3 Care | E | AF |
| **Experience**  Experience of providing personal care  Experience of working with children and young people with emotional or behavioral difficulties or medical/health needs | E  E | AF I  AF I |
| **Knowledge / Skills / Abilities**  A basic level of numeracy and literacy  A basic level of health and safety  The ability to demonstrate interpersonal skills with both children, young people and professionals  Evidence of basic cooking and domestic skills | E  E  E  D | AF  AF  AF I  AF I |
| **Special Requirements**  Adaptability to cope with flexibility of working hours  The capacity to work alone and unsupervised  Ability to work under stressful situations  A satisfactory level of attendance  (all absences will be clarified and discussed further at interview) | E  E  E  E | AF I  AF I  AF I  AF I |

**AF = Application Form**

**I = Interview**