

JOB DESCRIPTION:	Night Support Worker Options Supported Living Dorset
RESPONSIBLE TO:	Service Manager/Deputy Service Manager/Senior Support Worker
JOB SUMMARY:	To remain awake for the duration of the shift, providing clients (adults with moderate to severe learning disabilities) with the agreed support to meet their physical, social, emotional and personal care needs. To work as part of a team of support workers to enable clients to live within their own homes.
HOURS OF WORK:	To be agreed in each individual appointment to cover the needs of the service

DUTIES AND RESPONSIBILITIES

- 1 To offer appropriate assistance and advice to clients as required to fulfil their emotional and personal care needs which may involve washing, dressing, toileting, intimate personal care, administering medication, moving and handling (in accordance with Health and Safety Guidelines), basic nursing and emotional support.
- 2 Assist clients to have access to and receive health care, this may include night appointments or therapy.
- 3 To ensure the maintenance of a safe, clean and homely environment for clients by undertaking cleaning and laundry duties and assisting in the preparation of meals where required.
- 4 To respect and acknowledge at all times that you are working in an individual's own home.
- 5 To remain awake through the duration of the night shift, routinely carrying out checks of clients and the building during the night. Report specific difficulties on handover or to the sleep in duty staff member if there is one.
- 6 To work shifts including weekends and Bank Holidays to ensure the service is covered at all times. Undertake duties as required.
- 7 To write and maintain accurate records, such as nightly reports, on clients and to conduct a thorough handover prior to commencing and leaving each shift. Ensuring effective communication with seniors and other team members in order to maintain consistent standards of care for clients.

- 8 Act as a co-key worker for designated clients under the guidance of more senior staff in accordance with legislative requirements and organisational policies, procedures and objectives.
- 9 In conjunction with the senior staff, undertake the assessment of client's needs in line with the service's assessment package, ensuring client involvement at all stages. Put together, implement and monitor agreed support plans.
- 10 Encourage clients to make informed choices and have new experiences within an agreed plan of risk taking. Observe and record behaviour and reactions of clients, paying particular attention to issues of vulnerability and abuse. Report concerns as appropriate and as directed by the Service Manager.
- 11 To maintain accurate and up to date case files and other records. Ensure confidentiality of information relating to the client, staff and the service/organisation at all times.
- 12 Undertake correspondence, telephone calls and attend meetings in relation to clients with whom you have particular responsibility where appropriate.
- 13 To attend staff meetings, supervision sessions, appraisal meetings and learning/training (mandatory and non-mandatory) as specified by the Manager/Senior.
- 14 To undertake and successfully complete the in-house induction and Care Certificate training with support of senior and/or more experienced staff during the probationary period.
- 15 Upon completion of the probationary period there may be a requirement to undertake and complete the QCF Level 2 with the support of senior and/or more experienced staff. If required, it is expected that this should be completed within 12 months of enrolment/commencement of the training.
- 16 To promote good public relations with everyone who comes into contact with the service including fellow colleagues by ensuring that conduct at all times reflects positively and is non discriminatory in relation to the people who use our services. Support in the induction of new staff, volunteers and students.
- 17 The post holder must at all times carry out their duties with regard to the Companies Equal Opportunities Statement, Health and Safety Legislation and Company Policies and Procedures.
- 18 Any other duties that may arise in the service from time to time at the instruction of the Manager/Senior.

**PERSON SPECIFICATION
INSERT JOB TITLE**

Education/Qualifications	Essential	Desirable	Method of Assessment
QCF/NVQ 2 or 3 in Health and Social Care or equivalent qualification		✓	Application Form/ Certificates
Knowledge & Experience			
Previous experience of Night Care work/support work		✓	Application Form/ Interview
Recent and relevant experience of working with people with learning disabilities	✓		Application Form/ Interview
Recent and relevant experience in a care or related role (as a carer or an employee)	✓		Application Form/ Interview
An understanding of the variety of care needs of clients	✓		Application Form/ Interview
Understand and value the rights of people with a learning disability	✓		Interview
Issues of confidentiality	✓		Interview
Willingness to implement and promote the Company's Equal Opportunities Statement, Health and Safety Legislation and all other policies and procedures	✓		Interview
Adherence to Equal Opportunities Statement	✓		Interview
Willingness to undertake training and further development taking responsibility for own practice and its improvement. Commitment to undertake and complete the in-house induction and Care Certificate training during the probationary period. There may be a requirement to undertake and complete the QCF Level 2 upon completion of the probationary period	✓		Interview
Skills & Abilities			
Ability to accept and work with change within the service	✓		Interview
Ability and willingness to accompany clients in the community	✓		Interview
Demonstrate a commitment to treating clients with dignity and respect ensuring choice at all times	✓		Interview
Able to carry out all types of physical and emotional support to clients	✓		Application Form/ Interview

			Interview
Ability to follow and carry out instructions	✓		Interview
Ability to maintain confidentiality	✓		Interview
Ability to work on own initiative	✓		Interview/ Written Exercise
Able to effectively communicate and work with adults with a learning disability	✓		Interview
Able to work shifts, Bank Holidays, sleep-ins and weekends to maintain service cover	✓		Application Form
Ability to communicate information in an effective manner, both in writing and verbally	✓		Whole selection process
Ability to participate in domestic duties including cooking and cleaning	✓		Interview
Ability and willingness to accompany clients on annual holidays	✓		Interview
Able to develop and monitor client support plans	✓		Interview
Ability to liaise with other professionals and clients families when necessary.		✓	Interview/ Written Exercise
Prepared to drive own vehicle for work purposes, possess a clean current manual driving licence and appropriate business insurance		✓	Application Form/ Interview
An understanding of the vulnerability and abuse affecting adults with Learning Disabilities		✓	Interview