

**Job Description**

**Job Title:** Night Care Officer

**Salary Grade:** Grade 3

**SCP:** 18-21

**Job Family:** People Care

**Job Profile:** PC 2

**Directorate:** Children’s Services

**Job Ref No:**

**Work Environment:** Sea View Rd Short Break Children’s Home

**Reports to:** Registered Manager Sea View Rd

**Number of Reports:** 0

**Purpose:**

To assess, co-ordinate and provide personal or practical interventions to a range of vulnerable clients.

To support children & young people, with a learning disability/and or a physical disability or a health care need, throughout the night meeting their individual needs

To work effectively with all other team members, contributing to the development of a high performing team and good quality lifestyles for people.

To ensure positive experiences to all children and young people who have their short breaks at Sea View Road.

To ensure that the welfare of the children and young people is paramount.

**Key Responsibilities:**

To establish positive relationships with children and young people in placement, using a range of communication methods.

To ensure a safe and secure environment and positive working practices, treating young people with dignity and respect.

To carry out a range of support tasks with children and young people including ;

Personal care

Undertaking regular checks on children through-out the night

Helping children to settle if they awaken at night

To assist children and young people in dealing with emotional and behavioural difficulties, providing appropriate support to manage challenging behaviours. This may include, in line with departmental policy, the use of physical interventions.

Through a high standard of professional practice, establish and maintain the trust and confidence of children and young people using the service.

To be alert to the signs of distress or abuse and report any concerns to the Children’s Home Manager, or other appropriate person.

To work flexibly as part of a staff team on a rota basis, including weekend and bank holiday work,

To maintain accurate records concerning the children and young people,

To undertake domestic tasks including cleaning the establishment, ironing and food preparation as required.

To ensure the physical security of the building, at night.

To take responsibility for the children and young people overnight and alert the member of staff on sleep in duty if any significant incident occurs or their assistance is required.

To attend training courses as required and to make use of supervision and appraisal according to departmental policy in order to develop skills and enhance personal development.

To attend staff meetings when required.

To be able to work in other children’s homes within the service as required

To continue to develop personal knowledge, skills and experience to ensure continual improvement and best practice.

To have good knowledge and understanding of the Children’s Homes Regulations and Quality Standards and the Ofsted Framework for Inspection.

**Additional Information/Other Requirements:**

Post holder should have Level 3 Diploma for Residential Child Care (or equivalent), or be willing and able to undertake this qualification.

Must have experience of working with young people with complex needs/challenging behaviour.

Must have a reasonable level of IT skills.

Must be able to meet the travelling requirements of the post.

Must be able to work flexible hours including evenings, weekends and bank holidays as required by the post.

**Statutory requirements:**

In line with the Council’s Statutory Requirements, all employees of the Council should:

Comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of Council records and information, and respect the privacy of personal information held by the Council;

Comply with the principles and requirements of the Freedom in Information Act 2000; Comply with the Council's information security standards, and requirements for the management and handling of information;

Use Council information only for authorised purposes.