Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title: Residential Night Officer** | | | **Director/Service/Sector: Children’s Service** | | **Office Use** |
| **Band: 3** | | | **Location Residential Homes** | | JE ref: 1986  HRMS ref: |
| **Responsible to: UNIT MANAGER** | | | **Date:** | **Lead & Man Induction:** |
| **Job Purpose:**  **To assist with the provision of physical, personal and emotional care to Service Users in order to promote their independence and help them achieve their maximum potential** | | | | | |
| **Resources** | Staff | None | | | |
| Finance | | None | | | |
| Physical | | Safety of the environment | | | |
| Clients | | Shared responsibility for service users, their belongings and environment. | | | |
| **Duties and key result areas:** Individually or as part of a team;   1. Work unsupervised and make decisions relative to the wellbeing of service users.   2. Maintain appropriate written and I.T records in accordance with procedures; contribute to and attend staff meetings; attend meetings or training courses as required  3. Attend to the needs of service users, maintaining a clean, hygienic and supportive environment in accordance with the culture, standards and objectives of the service.  4. Ensure the safety and security of service users and their environment as appropriate  5. Ensure that all interested parties are kept aware of service users circumstances  6 Ensure domestic needs of the service are met.  7. Deal with contingencies and emergencies in accordance with established guidelines.  8. Be aware of and comply with relevant legislation, County Council policies, procedures and codes of conduct  9. To work as a team member.  10 Other duties appropriate to the nature, level and grade of the post. | | | | | |
| **Work Arrangements** | | | | | |
| Physical requirements:  Transport requirements:  Working patterns:  Working conditions: | | Physically able to undertake the demands of the job, including the ability to undertake CALM (Control, Aggression Limitation Management) methods and techniques to verification level following CALM training.  Re-verification training is carried out on an annual basis.  Occasional need to drive e.g. to service users addresses, other establishments, meetings and training events.  Rota covering 7 days  Will vary according to the dependency levels of clients | | | |

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**PERSON SPECIFICATION**

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| **POST:** NIGHT CARE Officer | **SERVICE:** Children’s Service | **Ref: 1986** | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Qualifications and Knowledge** | | | |
| A good general education demonstrating literacy and numeracy | NVQ Level 2/3 in Care | |  |
| **Experience** | | | |
| Working in a child caring role | Experience of working with relevant service user group | |  |
| **Skills and competencies** | | | |
| Ability to work under the instruction of the Residential staff and deal with contingencies and emergencies in the absence of senior staff  Able to use word processing, e-mail and internet software on a PC  Ability to undertake NVQ Level 2/ 3 in care  Ability to form appropriate relationships quickly  Adept at focussing on child care needs and satisfaction  Ability to produce short, clear and simple case notes  Able to read, understand and follow written instructions  Listens, consults others and communicates clearly and proactively  Reliable and keeps good time  Understands the need to respect confidentiality, privacy, dignity, independence, choice, rights and fulfilment of service users  Follows policies and procedures whilst keeping to schedules | Previous training in physical intervention or restraint.  Leisure, hobby or craft skills which may be used to help provide service users with learning, therapeutic or recreational opportunities. | |  |
| **Physical, mental and emotional demands** | | | |
| Able to undertake CALM (Crisis, Aggression, Limitation management) methods and techniques to verification level following CALM Training.  Re-verification is carried out yearly.  Awareness of the emotional needs of young people  Awareness of surroundings and service users  Dealing with service users whose behaviour challenges services |  | |  |
| **Motivation** | | | |
| Appropriately follows instructions to achieve set objectives  Adapts to change by adopting a flexible and cooperative attitude  Demonstrates integrity and upholds values and principles  Promotes equal opportunities and anti-oppressive practice in all aspects of work  Supportive and adapts to team working. |  | |  |
| **Other**  Ability to work a night rota that benefits the needs of young people accommodated.  Able to meet the transport requirements of the post. | | | |
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***Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits***