

Northumberland County Council

JOB DESCRIPTION

Post Title:	Residential Night Officer	Director/Service/Sector: Children's Service		Office Use
Band:	3	Location Residential Homes		JE ref: 1986
Responsible to:	UNIT MANAGER	Date:	Lead & Man Induction:	HRMS ref:
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;				
<ol style="list-style-type: none"> 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:	Physically able to undertake the demands of the job, including the ability to undertake CALM (Control, Aggression Limitation Management) methods			
Transport requirements:	and techniques to verification level following CALM training.			
Working patterns:	Re-verification training is carried out on an annual basis.			
Working conditions:	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

POST: NIGHT CARE Officer	SERVICE: Children's Service	Ref: 1986
Essential	Desirable	Asses s 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		
<p>Ability to work under the instruction of the Residential staff and deal with contingencies and emergencies in the absence of senior staff</p> <p>Able to use word processing, e-mail and internet software on a PC</p> <p>Ability to undertake NVQ Level 2/ 3 in care</p> <p>Ability to form appropriate relationships quickly</p> <p>Adept at focussing on child care needs and satisfaction</p> <p>Ability to produce short, clear and simple case notes</p> <p>Able to read, understand and follow written instructions</p> <p>Listens, consults others and communicates clearly and proactively</p> <p>Reliable and keeps good time</p> <p>Understands the need to respect confidentiality, privacy, dignity, independence, choice, rights and fulfilment of service users</p> <p>Follows policies and procedures whilst keeping to schedules</p>	<p>Previous training in physical intervention or restraint.</p> <p>Leisure, hobby or craft skills which may be used to help provide service users with learning, therapeutic or recreational opportunities.</p>	
Physical, mental and emotional demands		
<p>Able to undertake CALM (Crisis, Aggression, Limitation management) methods and techniques to verification level following CALM Training.</p> <p>Re-verification is carried out yearly.</p> <p>Awareness of the emotional needs of young people</p> <p>Awareness of surroundings and service users</p> <p>Dealing with service users whose behaviour challenges services</p>		
Motivation		
<p>Appropriately follows instructions to achieve set objectives</p> <p>Adapts to change by adopting a flexible and cooperative attitude</p> <p>Demonstrates integrity and upholds values and principles</p> <p>Promotes equal opportunities and anti-oppressive practice in all aspects of work</p>		

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.		

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