

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate: Adults&amp;Health</b>		<b>Service Area: Rosedale</b>	
<b>JOB TITLE: Night Support Worker</b>			
<b>GRADE: E plus unsociality allowance.</b>			
<b>REPORTING TO: Linda Unthank</b>			
<b>1.</b>	<b>JOB SUMMARY: Ensure the well being of the people who access the service during the night.</b>		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1.	To ensure the security of the premises and safety of people accessing the service overnight undertaking regular checks and maintaining necessary paperwork.	
	2.	To participate in tasks associated with direct care of people including personal care, bed making, cleaning duties, ensuring safe use and operation of all equipment used.	
	3.	To ensure care and support plans are followed and implemented for people using the service.	
	4.	Ensure cultural, religious and diversity needs are met.	
	5.	To ensure all information and documentation in accordance with service procedures, in relation to people accessing the service is recorded accurately and in a timely manner.	
	6	To ensure all records are completed and that the night coordinator is aware of any issues affecting people accessing the service prior to shift handover.	
	7	To follow all relevant statutory, policy, codes of practice and procedure guidelines associated with the operation of the service.	
	8	To cooperate in ensuring service aims and objectives are implemented.	
	9	To take reasonable care of your own health and safety and cooperate with management so far as is necessary to enable compliance with the authorities rules in relation to health and safety and legislative requirements.	
	10	To undertake such personal as is deemed necessary to meet the duties and responsibilities of the post.training	
	11	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.	
<b>3.</b>	<b>GENERAL</b>		

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

**Personal Development** – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Linda Unthank		26/7/21
Job Description agreed by: (Post holder)	Linda Unthank .....	.....	.....26/7/21 1.....

**Job Description dated xx 2018**



## PERSON SPECIFICATION

Job Title/Grade	<b>Support Worker (Nights)</b>	E
Directorate / Service Area	<b>Adults &amp; Health</b>	Rosedale
Post Ref:		

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<ul style="list-style-type: none"> <li>• Good general education GCSE level qualification or equivalent.</li> <li>• Level 2 or 3 Diploma in Health and Social Care or equivalent.</li> <li>• Level 2 (minimum) Certificate in Understanding the Safe Handling of Medication.</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 Diploma in Health and Social Care or equivalent.</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>• Experience of working directly with people in a care and support setting.</li> <li>• Experience in supporting families to build and maintain</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with people with learning disabilities.</li> </ul>	Application / Interview

	positive relationships with their family member.		
Knowledge & Skills	<ul style="list-style-type: none"> <li>• Knowledge of the pressures and difficulties families face supporting older people to remain living at home.</li> <li>• Good communication skills (oral and written)</li> <li>• Ability to take guidance and instruction from management.</li> <li>• Ability to work alone, whilst using initiative, or as part of a team.</li> <li>• Ability to understand and implement support plans or equivalent, including risk assessment where appropriate.</li> <li>• Ability to maintain records.</li> <li>• Be prepared to accept structured supervisions and appraisals.</li> <li>• To undertake such personal training as may be deemed necessary to meet the duties and responsibility of the post.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the legislation and good practice that underpins adult care in a care setting.</li> <li>• Knowledge and experience of assessment, care planning and review systems for older people.</li> <li>• IT skills</li> </ul>	

Specific behaviours relevant to the post	<ul style="list-style-type: none"><li>• Demonstrate the Councils Behaviours which underpin the Culture Statement.</li><li>• Client focused.</li><li>• Approachable and friendly</li><li>• Enthusiastic.</li><li>• Positive approach and motivated.</li><li>• Reliable, honest and flexible.</li></ul>		Application / Interview
Other requirements	<ul style="list-style-type: none"><li>• A willingness to undertake any training commensurate with the post.</li><li>• Able to work at short notice to cover sickness and holidays.</li><li>• Able to work nights all days of the week.</li><li>• There is an expectation that additional shifts will be worked, beyond banked hours to ensure a safe environment for service users during periods of employee absences.</li><li>• A DBS check will be required.</li><li>• The post holder will be required to be double vaccinated for COVID-19 or have evidence they will be double vaccinated by 11<sup>th</sup> November 2021 before</li></ul>		

	any offer of employment is made (subject to any Medical exemption)		
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Person Specification dated 2021