

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Adult and Health		Service Area: Rosedale Centre
JOB TITLE: Night Support Worker		
GRADE: E		
REPORTING TO: Residential Manager		
1.	JOB SUMMARY: To ensure that the physical, therapeutic and personal needs of the clients overnight are met in accordance with Departmental policy.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
1.	The Night Support worker is responsible for the security, and safety of the premises and for providing a good standard of care whilst he/she is on duty.	
2.	He/she should participate in the agreed working roster for night care staff, which may from time to time need to be altered / adjusted.	
3.	He/she should make regular rounds of the establishment whilst on duty and these should be recorded in the appropriate administrative records	
4.	He/she should check for fire hazards including the emptying of ashtrays, the withdrawing of plugs from socket outlets etc.	
5.	To ensure the safety of clients at all times, i.e. awareness of fire drill and other emergency procedures in the establishment.	
6	To assist, where necessary with the dressing, feeding, bathing and toileting of clients in the establishment	
7	To create and maintain a comfortable and supportive atmosphere for clients as required.	
8	To ensure the safe use and operation of equipment, i.e. wheelchairs, bath hoists etc.	
9	Completion of the client files on any matter affecting the clients and report to the Duty Manager	
10	Participate in daily handovers to and from day Support staff and adjust support given to clients accordingly.	

11	To ensure that clients' personal items of clothing are in a good state of repair and have a means of identification, and undertake any necessary repairs.
12	To ensure that all bedding, linen and personal items of clothing are taken to the laundry area.
13	Responsible for bed making and an adequate supply of clean clothing and linen.
14	To enhance the Department's image within the Authority by promoting awareness of services and achievements and encourage greater participation.
15	To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the authority's Health and Safety rules and legislative requirements
16	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
17	To undertake such other duties and responsibilities commensurate with the grading of the post.

3. GENERAL

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)	Vikki Pickering		
Job Description agreed by: (Post holder)

Job Description dated April 2018



PERSON SPECIFICATION

Job Title/Grade	Night Support Worker	E
Directorate / Service Area	Adult and Health	Rosedale Centre
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	QCF diploma level 2 or equivalent in Adult Health & Social Care		Application form
Experience	Previous experience of working in a care setting		Application / Interview
Knowledge & Skills	Literacy and basic numeracy Good communicator Ability to motivate	Good recording and reporting Knowledge of other language, ie sign Knowledge of legal framework	Application / Interview

	<p>Ability to encourage</p> <p>Ability to promote independence</p> <p>Client focussed</p> <p>Follow Departmental policies and procedures</p> <p>Be an effective member of the team</p>		
<p>Specific behaviours relevant to the post</p>	<p>Able to work at short notice to cover sickness and holidays</p> <p>Able to work all days of the week</p> <p>There is an expectation that additional shifts will be worked to meet the demands of the service during periods of employee absences.</p> <p>The job involves working directly with older people and therefore is subject to a DBS check.</p>	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p>	<p>Application / Interview</p>
<p>Other requirements</p>			