


| | | |
|--|--|--|
|  Stockton-on-Tees BOROUGH COUNCIL | JOB DESCRIPTION | |
| Directorate: Children's Services | Service Area: Childrens Social Care, Childrens Care and Complex Needs | |
| JOB TITLE: Night Care Worker | | |
| GRADE: H | | |
| REPORTING TO: Registered Childrens Home Manager | | |
| 1. | JOB SUMMARY: <ul style="list-style-type: none"> • To work as directed by the Registered Manager in ensuring the care of the children and young people are safely cared for overnight and within the relevant legal frameworks and as outlined in the children and young people's relevant plans. • To deliver high quality care as outlined in the plans at night, both in and out of the home as outlined in the homes Statement of Purpose. • To support and contribute to the ongoing development and implementation of the directorate vision, culture and sufficiency business planning in regard to support to families and care placements. <p>You will be expected to effectively engage, young people and their families as is required to ensure care needs are met at night.</p> <p>The care at night that will be delivered to children and families, could include support in the family home, the residential home or other community venues .</p> <p>You will be expected to develop relevant knowledge, understanding and work withing the legal framework underpinning the operation of a registered children's home.</p> <p>You will be expected to engage and maintain good and effective relations, develop partnership working with other night workers outside of the home, enhancing the reputation of the home and the Council.</p> <p>Appointment Grade – The grade at which appointment is based is subject to the worker completing and been granted the Level 3 Diploma in Child Care and Young People, England (Refer to Person Specification)</p> | |
| 2. | MAIN RESPONSIBILITIES AND REQUIREMENTS | |
| | 1. | Provide a high level of care overnight, maintain bedtime and morning routine for the young people as individuals and as a group. |

| | |
|----|---|
| 2. | Respond appropriately to risk at night, following risk assessments, missing procedures, care and support plans for children and young people and know when to seek support and guidance |
| 3. | Ability to relate policy and the relative regulations to the work |
| 4. | Communicate and contribute to discussions providing information to other professionals both written and verbally to ensure children and young people's needs are met overnight.. |
| 5. | Maintain records appropriately. |
| 6 | Actively participate in agreed management processes either individually or as part of a team (e.g., supervision, appraisal, training). |
| 7 | Participate in the agreed night working roster across the children's homes |
| 8 | To enhance the department's image within the authority by promoting awareness of services and achievements and encourage greater participation. |

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.


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) | Jo Lee |  | Nov 22 |
| Job Description agreed by: (Post holder) | | | |

Job Description dated Nov 2022



PERSON SPECIFICATION


| | | |
|----------------------------|----------------------------|---|
| Job Title/Grade | Night Care Worker | Grade H |
| Directorate / Service Area | CHILDREN'S SERVICES | Childrens Social Care, Childrens Care and Complex Needs Residential Care |
| Post Ref: | TBC | |

| | ESSENTIAL | DESIRABLE | MEANS OF ASSESSMENT |
|----------------|---|--|----------------------------|
| Qualifications | Level 3 Diploma for Residential Childcare (England) or willingness and ability to work towards it within 18 months of appointment. | Relevant qualification in a similar field | Application form |
| Experience | <ul style="list-style-type: none"> • Experience of working with families and young people who present with challenging behaviours and have experienced complex or traumatic backgrounds. • Partnership working • Promoting a positive culture • Improving service delivery • Providing care to young people • Following care plans and risk assessments | <p>Experienced in supporting families, children and young people in a range of settings/services.</p> <p>Experience of working in a therapeutic team and delivering therapeutic approaches</p> | Application / Interview |

| | | | |
|-------------------------------|---|--|--------------------------------|
| <p>Knowledge & Skills</p> | <p>Have a developing knowledge base of statutory legal framework relating to Children’s Homes Regulations, Quality Standards and Ofsted’s Inspection Framework for Children’s Homes including short breaks legislation and regulations.</p> <p>Able to seek support in supervision and able to use supervision to reflect and improve own practice.</p> <p>Ability to exercise quality judgements and know when to seek support and guidance in relation to situations in a residential setting.</p> <p>Ability to expect and anticipate situations and be able to put in place interventions and behavioural strategies as outlined in care plans and risk assessment to manage complex and risky situations.</p> <p>Ability to know when to seek support.</p> <p>To have developing knowledge and skills in applying theoretical approaches and evidence-based practise in service delivery as directed by care plans.</p> <p>The ability to take control of bedtime and morning routines as outlined in care plans.</p> <p>Be able to effectively communicate with relevant others outside of the immediate care team and promote an outward facing service at night.</p> <p>Have a developing awareness of the wider political context within which the local authority and the residential sector operate.</p> | | <p>Application / Interview</p> |
|-------------------------------|---|--|--------------------------------|

| | | | |
|---|---|--|--------------------------------|
| <p>Specific behaviours relevant to the post</p> | <p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Child focused</p> <p>Approachable</p> <p>Friendly</p> <p>Enthusiastic</p> <p>Positive approach and motivated</p> <p>Positive role model for young people and families</p> <p>Reliable honest and flexible</p> | | <p>Application / Interview</p> |
| <p>Other requirements</p> | <p>Able to work over a 7 night shift system and weekends as part of a rota system and across more than one setting</p> <p>The job involves working directly with children and young people and therefore is subject to an acceptable enhanced DBS check</p> <p>The post holder must have the capacity for independent travel.</p> <p>The post holder must be flexible and be willing and able to work across a number of homes as required.</p> | | <p>Application / Interview</p> |

Person Specification dated Nov 2022

| | |
|--|---|
|  Stockton-on-Tees BOROUGH COUNCIL | KNOWN RISKS FOR THIS ROLE |
| DIRECTORATE: Children's Services | SERVICE AREA: Childrens Social Care, Childrens Care and Complex Needs |
| JOB TITLE: Night Care Worker | |
| GRADE: H | |
| JOB LOCATION / BUILDING: Children's Homes | |
| REPORTING TO: Registered Children's Home Manager | |

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

| Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health | | |
|--|------------|-----------|
| Known Risk | Yes | No |
| Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB) | | X |
| Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9 | | X |
| Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH) | | X |

| Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment. | | |
|---|------------|-----------|
| Known Risk | Yes | No |
| HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus. | X | |
| Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) | | X |

| Known Risk | Yes | No |
|--|-----|----|
| <p>Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be:</p> <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. <p>The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.</p> | | X |
| <p>Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.</p> | | X |
| <p>Working at Heights - Safety Critical: Employee will be required to work at a height.</p> | | X |
| <p>Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.</p> | X | |

| Other Known Risks | | |
|--|-----|----|
| Known Risk | Yes | No |
| <p>Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.</p> | x | |
| <p>Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i></p> | x | |
| <p>Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i></p> | x | |
| <p>Lone Working (including Home Working): Employee will be required to work alone.</p> | x | |
| <p>DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i></p> | x | |
| <p>Any Other: Please identify any other known risks associated with this job role.</p> <p>Potential to manage physical and violent behaviour from children and young people</p> | X | |

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: L. Carling

Date: 16.02.23

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk