

Job Description – Waking Night Support Worker

Job Title:

Waking Night Support Worker

Place of Work:

As directed by the Deputy Manager / Manager / Directors

Responsible to:

Shift Leaders / Team Leaders / Deputy Manager / Home Manager / Managing Director

Hours or Work & Holiday:

Your normal working hours will roll throughout Mondays to Sundays, working 22:00 until 8:00am, 4 shifts in a row, then 4 nights off. You will also be required to undertake any training assigned to you, paid at an hourly rate.

Purpose of the Role:

To provide waking night cover as required by the home and work with staff to deliver high standards of care, protection and support to the children and young people facilitating their physical, psychological, emotional and recreational development in line with the individual care plans.

Duties and Responsibilities:

- To ensure that you are familiar with:-
 - ✓ The 'Staff Induction pack'
 - ✓ Acorn Homes staff Handbook
 - ✓ All Acorn Homes Manuals
 - ✓ Quality Standards
 - ✓ The Regulations & Guidelines Volume 4 of the Children's Act
- To have knowledge and understanding of the Legal and Company Child Protection Policies and Procedures.
- To ensure that you have all relevant information on the children's backgrounds and present needs, by reading all relevant documents & records and discussing them with your line manager.
- Before starting a shift all applicable reports, logs and new information on the children should be read and discussed with the appropriate people in order to ensure that you have all the necessary information to care for the children effectively and consistently. When finishing a shift all relevant information should be passed on both in writing and verbally to the staff taking the next shift.
- To ensure that the children's primary needs are identified and met when you are on duty.
- To ensure the safety and security of the home over-night in accordance with established health and safety procedures, take appropriate action as necessary, keeping a log of incidents, damage and danger.
- To take initial responsibility for any necessary evacuation or audible alarm activation, paying attention to and following the Fire and Evacuation Procedures in place. Notifying the on-call manager once emergency services have been called.
- To undertake security checks of the home on a regular basis looking for and dealing with any problems or issues that might arise and regularly monitor the CCTV.
- To record and justify all sanctions imposed on children in line with their Care Plan.
- To carry through all reasonable sanctions imposed by other members of the staff team in order to establish continuity.
- To be aware of what information is relevant to record in the unit's daily/children's logs, Incident sheets, sanction & accident books etc. In line with company/government policies and guidelines.
- To also ensure that you record all information accurately and legibly, as well as passing it on, either in writing or/and verbally to the relevant person/s within the appropriate time span.
- To fill out missing person forms, or consent forms and to liaise with the local police or hospitals after discussion with your shift manager or the Home manager, while ensuring that company and legal policies & procedures are followed.
- To take responsibility for the children's health and physical needs while on duty, including administering any drugs/medications etc., prescribed by a child's GP or consultant and to record all

action taken. While ensuring that all drugs are kept behind two locked doors. (Under instruction of shift or Home Manager).

- To feed back to the Shift Manager or Home Manager any concerns on the children's physical psychological or emotional needs.
- To record all outgoing and incoming telephone calls and to take appropriate action as required.
- To attend and participate in staff meetings and in individual formal/recorded supervisions, giving and taking constructive feedback, opinions and ideas, while carrying through any decisions or actions points agreed on.
- To maintain confidentiality at all times and to have no communication with the media or any other outside bodies, without the written permission of the Home Manager and Directors.
- To ensure that you are familiar with and work within the company and legal Health & safety and disciplinary guidelines and procedures, in order to ensure the highest standards of care.
- To participate in and take joint responsibility for having an annual appraisal and review, in order to monitor your performance and identify training and development needs.
- To attend all mandatory training and courses provided by the company.
- To work in line with the Company's Equal opportunity and anti-discrimination policy.
- To undertake any other reasonable tasks/duties requested by the shift Manager, Home Manager or Directors.

Qualifications & Knowledge:

As a Waking Night Support Worker, you will be provided with training throughout your probationary period, this will help you gain awareness and skills in the following areas:

- Childcare & Child Protection Laws
- Equal opportunities & diversity models
- Challenging Behaviour
- Other training needs that will need to be met during your employment will include:
- Child related/Social care qualifications
- Training in supportive skills

Personal Specification for Waking Night Support Worker

Requirements	Essential	Desirable
Qualifications/Knowledge		
Child related/Social care qualifications		✓
Knowledge of Equal opportunities & diversity models		✓
Up to date knowledge of Childcare & Child Protection Laws		✓
Basic knowledge of IT	✓	
Experience		
Experience of working with abused children in a residential setting		✓
Experience of translating policy into practice	✓	
Experience of working on your own and to your own initiative	✓	
Experience of working with children who have emotional / behavioural difficulties		✓
Personal Qualities		
A good sense of humour, initiative, integrity & honesty	✓	
Enthusiasm and commitment to the children's protection & development	✓	
A commitment to work in an anti-discriminatory non-judgemental manner, in line with Equal Opportunities Policies	✓	
Awareness of own values and beliefs & confidence in own skills	✓	
An accessible, approachable & participative style	✓	
Good organisational & time management skills	✓	
Professional assertiveness	✓	
Tolerance & resilience	✓	
Abilities		
The ability to communicate clearly and effectively both with colleagues and young people, verbally and in writing	✓	
The ability to set appropriate examples for young people at all times	✓	
The ability to motivate, aid and guide young people	✓	
The ability to listen and respond both responsibly and appropriately with sensitivity	✓	
The ability to manage children who display disruptive or challenging behaviour	✓	
Ability to understand and implement the Quality standards	✓	
The ability to record in writing, legibly and accurately	✓	
The ability to establish, sustain and disengage from constructive relationships with children, in a professional manner	✓	
The ability to contribute honestly to staff meetings and supervisions, giving and accepting constructive criticism when necessary	✓	
Ability to complete and follow all required documentation relating to care, reporting and placement planning	✓	

Signed by David Knowles (Managing Director)



Employee Signature:

Print Name:

Date
