

**Job Description and Person Specification**

This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Title:**  Waking Night Support Worker

**Covering:** Supported Living/ Outreach

**Reports to:** Service Manager & On-call Manager

* **Hours of work:** 38.75 hours per week full-time, or pro rata for part-time; on average, 2 hours per week have to be worked during the day, the rest are night hours. You will work 7 nights in a fortnight, so all shifts of the year are shared between 2 staff.
* Weekends: You can either agree with the other person, one weekend on, one weekend off, or 4 nights on and 4 nights off, which should rotate the weekend shifts around with more half weekends worked.

**Salary:** The current annual starting salary is £22,467.25 (pro rata for part-time), or £11.15 p/h.

**Probationary period:** Three months

**Job purpose:**

Under the direct guidance and supervision of the manager, to promote the highest standards of support to adults with complex needs, learning difficulties and/or mental health needs and work to maximise their independence and facilitate their move into independent living. To become a fully integrated member of the team and the organisation as a whole.

Principle responsibilities and accountabilities:

1. Between 21.45 to 22.00 to handover visually with the staff members at each service on CCTV.
2. To monitor all CCTV cameras throughout the night and respond to any calls.
3. To visit all Bristol services in an agreed pattern over the night shift (this does not normally apply for night staff based in Weston!)
4. Deal with an emergency and liaise with on-call as appropriate
5. Reside at one (for Weston positions) or a number of services (for Bristol positions) and complete tasks, such as cleaning, painting, gardening, washing, paperwork – this will be specific to your skill set.
6. Between 8 and 8.15 am hand over to staff/managers
7. Attend fortnightly supervision and all mandatory training sessions as and when they occur
8. working within and meeting Supported Independence policies and procedures to a high standard.
9. Encourage and support all service users to obtain and/or increase their independence as far as is appropriate to their needs and wishes.
10. Establish effective working relationships and communicate with colleagues and external agencies as necessary for the effective provision of support for the service users
11. Observe the behaviour of service users and look for any changes which may be indicative of issues such as anxiety, mental health relapse, abuse or neglect.
12. Maintain appropriate service user, administration and finance records, recording the activities throughout the night in the appropriate format
13. To ensure that confidentiality of information received and stored is maintained at all times and that disclosure is with service user’s consent, unless serious risks to health or life have been identified, in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
14. Adhere to organisational health and safety policy and health and safety legislation, maintain the highest standard of hygiene, cleanliness and physical environment throughout the premises and vehicles and report any concerns to the manager.
15. Be committed to self-development, continuing personal development and attend relevant training. To engage in regular supervisions from the manager/assistant manager including contributing to setting personal actions points and achieving these in the agreed time.
16. To contribute to and attend fortnightly team meetings.

**Special notes or conditions:**

1. The support worker will be required to work weekends and bank holidays, as and when they coincide with staff’s rotas/shift. The post holder must complete an enhanced DBS disclosure check and provide two adequate references prior to appointment.
2. Equal Opportunities

Supported Independence is working actively to promote Equal Opportunities both in its employment practices and in the delivery of services. It is essential that the post holder is willing to comply and work in accordance with existing policies and procedures.

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|  | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | To hold or be willing to undertake NVQ level 3 in Health and Social Care.  Driving licence for manual vehicles. | Training qualifications such as Appointed Person’s First Aid, Health and Safety, Fire Safety, Management of Violence and Aggression.  Full and clean driving license for manual vehicles. |
| **EXPERIENCE** | Experience of working under pressure and using initiative.  Basic level of computer literacy e.g. email, internet, Microsoft Word  Basic level of Maths and English | Knowledge and experience of needs of people with Mental Health problems/learning difficulties and complex needs.  Experience of working in similar healthcare profession. |
| **PERSONAL AND PHYSICAL ATTRIBUTES** | Emotionally stable and physically able to carry out the role effectively ( - working with clients with MH conditions, etc. can be mentally and physically challenging; in order to provide best possible care and support, we need to ensure staff have relevant personal coping mechanisms).  Willing and able to undertake a programme of Control and Restraint and Breakaway techniques and to apply in extreme situations.  To be responsive, flexible, reliable and able to work as part of a team.  Excellent communication skills.  Ability to manage and prioritise own time and exercise initiative. |  |