**Job description**

**Job Title:** Waking Night Support Worker

**Salary:** £16,931.20 per annum, pro rata based on 37 hour/week full time

**Contract:** Permanent

**Hours:** Varied – full time and part-time opportunities available

**Responsible to:** Deputy Manager/Project Manager

**Summary**

To provide support to service users overnight to ensure their safety, health and wellbeing. To assist with personal care, health and safety checks, essential cleaning tasks and lead on dealing with emergencies. Clear and effective communication with colleagues is essential to enable a coordinated team approach.

The role will include working with service users with a diverse range of physical and support needs. All support will be based on core principles of enabling service users to be valued as individuals and to do things as much as possible for themselves, maximising their independence and control over their lives.

To carry out the work according to the philosophy and values of Centre 404, as set out in our, Staff Handbook, policies and procedures.

The Waking Night role requires work one day shift a week, and Waking Night workers will need to be available for training and induction that will take place during the day.

*Centre 404 is committed to safeguarding and promoting the welfare of adults at risk and we are looking to recruit people who share these values.*

**Main Duties and Responsibilities**

**Support to service users with learning disabilities living in their own flat.**

**A waking night worker will inevitably spend less time with service users as they will for the most part, be asleep. However, we expect all workers to adopt the same core responsibilities and ways of working to ensure a consistent approach.**

**Night shift staff may also need to work one shift per week in the day to enable relationship building with service users, attend meetings and training and provide per support.**

**During Induction, you will be required to attend training and shadowing during the day time.**

* To understand and adhere to the philosophies, policies and principles upon which the service is based.
* To work in such a way that allows the service users to be involved in day to day and long term decision making.
* To offer support to service users enabling them to build confidence, self-esteem and an independent life style.
* To adhere to safeguarding procedures and to remain vigilant for signs of abuse, taking immediate action and reporting all issues of concern with the line manager.
* To support service users in the management of their own personal care in a sensitive way.
* To share in, support and involve the service users in all the usual domestic activities such as cleaning, shopping and cooking if required.
* To work with the service users in such a way that takes account of their individual, cultural and religious needs.
* To provide and participate in a wide range of social activities, including holidays, using integrated services if required.
* To act as a keyworker to individual service users if required.
* To support service users in the organisation of their regular Individual Planning meetings. Participate in and prepare reports for these meetings as and when required.
* To participate in the implementation of agreed individual plans, this may include structured teaching of skills.
* To liaise with families, advocates, other professionals, the DWP and outside bodies where appropriate.
* To remain awake and alert throughout the night to be responsive to service user’s needs and the safety of the project.

**Team member responsibilities**

* To work as part of a team committed to providing a high quality housing service to people with learning disabilities according to the philosophy agreed by Centre 404 Housing Service.
* To work actively as part of a team, being proactive and using initiative
* To pass on relevant information to other team members, using agreed communication procedures.
* To keep records and write reports in the appropriate files, and using IT systems such as Microsoft Office and Charity Log data systems.
* To attend staff meetings and any other relevant meeting where appropriate. Waking Night support workers are required to attend at least 1 team meeting in 2.
* Where appropriate to assist with the induction and training / mentoring of new staff members. There will be the opportunity for professional development to take on the role as a staff buddy for new starters once support workers have passed their probation period.
* To take part in shift leading as and when needed.
* To take on team tasks as required. An example of this might be medication ordering and stock checks.
* To have a positive and person centred approach to working with service users.

**General responsibilities**

* Adhere to all Centre 404 policies, procedures, Code of Conduct and to the requirements of funding organisations.
* Adhere to Centre 404 Equality and Diversity Policy and contribute to an accessible and welcoming work environment
* Adhere and sign up to the Social Care Commitment and be committed to values which promote dignity in care.
* Maintain confidentiality of information relating to service users, volunteers, staff and any sensitive issues relating to the work of the organisation
* Contribute to your personal and professional development by completing the Care Certificate, attending regular support and supervision sessions and training as identified by your line manager in relation to your role and responsibilities
* Be flexible and available to work occasional days, weekends and bank holidays in accordance with the needs of the post and the organisation as a whole
* Aim to meet targets as set and agreed with your line manager in relation to your personal development and the progress of the volunteer and development projects
* Attend the annual AGM, fundraising functions, events and staff away days as required. Time off in lieu will be given for activities outside of normal working hours
* To undertake other duties relevant to the post, this may include working in any of the other houses managed by the organisation. The house you work in will be assigned by your line manager.

**Person Specification**

(E) Essential requirements (D) Desirable requirements

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| Physical Requirements | Available to work overnight, and up to 1 day shift a week in order to attend essential training, supervisions and team meetings. | E |
| Able to travel to a variety of locations within and outside the borough | E |
| Willingness and ability to offer physical support to service users including manual handling, supporting wheelchair users, completion of household tasks such as shopping and cleaning. | E |
| Knowledge / Understanding | Good basic education (i.e. GCSE level 3 or equivalent) | E |
| Aware of issues affecting people with learning disabilities | E |
| Understanding of health and safety issues as they affect service users | E |
| Understanding of, and sensitivity to, the discrimination experienced by members of minority ethnic groups, women and people with learning disabilities | E |
| Commitment to equality of opportunity | E |
| Commitment to concepts of inclusion and diversity and ability to handle confidential and sensitive information appropriately. | E |
| Experience | Significant experience of working with people with learning disabilities, including people with high support needs | D |
| Understanding of personalisation and self-directed support |  |
| Experience of working with people from varied social and cultural backgrounds | D |
| Skills / Abilities | Ability to liaise with agencies and external professionals | E |
| Excellent communication skills with service users, families and professional staff | E |
| Excellent written communication skills | E |
| Excellent numeracy skills | E |
| Able to work unsupervised and on own initiative, including the ability to plan and provide support to service users | E |
| To be able to work as part of a team | E |
| The ability to prioritise tasks when lone working in an emergency situation | E |
| Ability to remain awake and complete a schedule of work activities throughout the night | E |