



JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION	
Job Title	Weekend Support Worker - Nights
Reports to:	Night Team Manager
Salary:	£10.70 to £11.65 per hour (SCP8-12)
Hours of work:	Friday & Saturday Nights - 11 hours per night
Job Purpose:	To provide person centred support to children and young adults with physical disabilities and complex health needs in order to promote independence and personal fulfilment. To work under the guidance of the Night Team Coordinators (NTC) to provide night time cover to support the safety and care of young people.
Main Duties & Responsibilities:	

Haywards Heath Road, North Chailey, Lewes, East Sussex, BN8 4EF

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- In the context of Chailey's Policies and Procedures, to work as part of a team providing personalised support to children and young adults.
- To provide support and guidance in accordance with their Night Care Plan.
- To learn different methods of communication in order to enable and empower children and young adults to be heard and understood.
- To provide all aspects of personal care, maintaining privacy and respecting dignity for children and young people at all times.
- To undertake domestic tasks such as cleaning, ironing, ensuring the young people's equipment is clean and ready for use etc., as designated and agreed.
- To prepare and administer medication and gastrostomy feeds (once trained and assessed as competent)
- To support (once trained and assessed) the health needs of the young people as necessary in regard to their specific requirements, such as epilepsy, suction, oxygen etc.
- To ensure that children and young adults' personal possessions and money are respectfully looked after in accordance with policies and procedures.
- To ensure personal aids and equipment are maintained in good order and always ready for use when necessary.
- To attend Night Staff Team meetings where possible, but no less than once per term.
- To be part of the emergency rota to cover nights.
- Must have or be willing to learn competency in the use of information technology (emails, Internet, Word, etc.) and be able to assist children and young adults when they require support with their electronic aids and devices.

Additional Duties:



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General:

- Understanding and abiding by health & safety guidelines and ensuring others do the same.
- Maintain confidentiality of information regarding children and young adults at all times.
- To attend regular supervisions and performance management meetings
- To attend training sessions as required ensuring that all mandatory training is kept up to date.
- Maintain excellent communication with Chailey Heritage Clinical Services at all times.

Children's Home:

- Supporting children and enabling them to achieve learning outcomes in line with their Individual Educational Programme.
- Liaising with school staff as necessary.
- Enabling children to participate in a range of enjoyable activities

Futures:

- Supporting young adults to gain skills and knowledge in order to be able to make informed choices and map a range of options for their future lives.
- Encouraging development of social and life skills, as well as participation in the wider community, as far as possible.

Professional Development :

- Undertake all induction and mandatory training in Chailey Heritage Foundation and any other appropriate training as required
- To develop good working relationships with all members of staff and with our Young People where appropriate
- To participate annually in Performance Management reviews

Other:



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- At all times to work within the confines of Chailey Heritage Foundation's confidentiality of information policy and protect information held on both staff and pupils, both paper and electronic exercising discretion, tact and diplomacy
- Complying at all times with Chailey Heritage Foundation's policies and procedures including the Code of Conduct
- To undertake any other task that may be reasonably asked of you by your line manager

This is not a comprehensive list of all tasks required of the post-holder, it is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

PERSON SPECIFICATION	
All attributes deemed essential unless otherwise stated	
Qualifications	Full manual driving licence valid for UK – Desirable
	Willing to work flexibly at night, over the weekend
Knowledge and Experience	Having a basic understanding of the care and support needs of people with physical disabilities and respecting them as individuals.
	Experience of working with children and /or adults with disabilities - Desirable
	Able to speak and understand English so as to be able to communicate with people with a disability
	Good basic understanding of Maths, English and IT.
	Commitment to work towards recognised qualification
	NVQ level 3 (or equivalent) or willingness to undertake training to achieve the level 3 Diploma in Health and Social care
	Willing to learn to communicate in different ways to be understood by young adults.

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Skills and Abilities	Able to support children and young adults to ensure they are safe and well cared for during the night-time hours
	Willing to attend specific training and then set up gastrostomy feeds for children and young adults.
	Willing to attend specific training and then undertake the preparation and administration of medication
Qualities	Physically able to undertake daily manual handling of children and young adults.
	Positive attitude towards diversity in general and specifically towards the rights, independence, inclusion and choice for children and young adults with complex needs.