



Job Description

Job Title	Night Senior Support Worker
Accountable to:	Night Manager
Salary:	£21,344 (£12.44 per hour) to £23,365 (£13.62 per hour) Based on 33 hours per week
Hours:	33 per week. Shift pattern.
Contract:	Permanent

Job Purpose

To assist the Night Manager with the operational delivery of a residential and/or respite service. To lead and direct others 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.

Main duties and responsibilities:

- To work alongside the manager to ensure that the home is run in line CQC and/or Ofsted requirements.
- In the context of CHF's Policies and Procedures, to lead the night team ensuring provision of personalised support to children and young adults.
- To lead shifts as designated, ensuring that policies and procedures are adhered to and that required records are kept.
- To ensure that all children and young adults have a comprehensive and detailed Person Centred Plan (to include Health Plans), that is regularly reviewed and updated as necessary.
- To ensure that all children and young adults are included and consulted in anything and everything to do with their daily living.
- To facilitate a safe, homely, welcoming environment for children and young adults and to immediately address anything that may be detrimental to this.
- To work alongside the manager and ensure that the health needs of children and young adults are monitored and to work alongside Chailey Heritage Clinical Services to ensure the best outcome for each individual.
- To work in close liaison with staff from other bungalows.
- To gain knowledge of the different methods of communication used and to ensure that staff make proper use of them in order to enable and empower children and young adults to be heard and understood.
- 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 plan and implement regular staff supervisions, performance management and annual appraisals as delegated by the manager. To act as a role model and to provide coaching and mentoring to staff.
- To ensure that policies and procedures are adhered to and that required records are kept such that a complete audit trail can be evidenced.
- To ensure that stringent safeguarding procedures are followed regarding children and young adult's possessions and money (such as cash, bank cards etc.).
- To drive the minibus (once trained and assessed as competent).
- To ensure personal aids and equipment are maintained in good order and always ready for use when necessary.
- 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.

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 supervision sessions with line manager and undertake relevant training as and when required.
- 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 consider options for their future lives.
- Encouraging development of social and life skills, as well as participation in the wider community.



Person Spec Senior Support worker

Qualifications	Essential	Desirable
NVQ level 3 or equivalent or willingness to undertake training to achieve the level 3 Diploma in Health and Social care	✓	
Proficient numeracy/literary skills equivalent to GCSE C or above in English and Maths	✓	
Knowledge and Experience		
Experience of working with children and/or adults with disabilities	✓	
Can demonstrate knowledge and understanding of the operational requirements of a residential home	✓	
A basic knowledge of care standards and the requirements of OFSTED or CQC	✓	
Skills and Abilities		
Able to communicate to a high standard with a range of people using a variety of communication aids.	✓	
Able to work as part of a team, and to work independently, using own initiative	✓	
Good organisational and administrative skills	✓	
Able to prioritise and manage workload appropriately	✓	
Can demonstrate good decision making skills	✓	
Able to mentor, coach staff team	✓	
Able to effectively performance manage staff with guidance from manager as required	✓	
Able to deal effectively with emergency situations	✓	
Able to make effective use of ICT	✓	
Qualities		
Physically able to undertake daily manual handling of children and young people.	✓	
Positive attitude towards diversity in general and specifically towards the rights, independence, inclusion and choice for children and young people with complex needs.	✓	
Enthusiastic and positive attitude and approach	✓	
Able to work under pressure	✓	
Can demonstrate commitment to promoting the welfare of children and young people with disabilities	✓	
Special Conditions		
Full manual driving licence valid for UK		✓
Willing to work flexibly including evenings and weekends.	✓	