

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION	
JOB TITLE	Support Worker - Nights
REPORTS TO:	Night Team Manager
SALARY:	£10.70 to £11.65 per hour for 33 hours per week (SCP8-12) (£18,357-£19,986 p.a.)
HOURS OF WORK:	11 hours per night - shift pattern
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 Manager (NTM) to provide night time cover to support the safety and care of young people.
MAIN DUTIES & RESPONSIBILITIES	
<ul style="list-style-type: none"> • In the context of Chailey Heritage Foundation’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 young people’s Person Centred Plans • 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 work flexibly as part of a rota to include, weekends and Bank Holidays and across services e.g. Children’s Home and Futures Accommodation • To act as a designated key worker alongside the day key worker for particular children and young adults • 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 the children and young adults’ personal possessions and money are respectfully looked after in accordance with CHF’s 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 	

GENERAL RESPONSIBILITIES
<ul style="list-style-type: none"> • 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 Clinical Services (<i>part of Sussex Community NHS Foundation Trust</i>) at all times
CHILDREN'S HOME
<ul style="list-style-type: none"> • Supporting children and enabling them to achieve learning outcomes in line with their Individual Education Programme • Liaising with school staff as necessary • Enabling children to participate in a range of enjoyable activities
FUTURES ACCOMODATION
<ul style="list-style-type: none"> • 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
OTHER DUTIES
<ul style="list-style-type: none"> • 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 which may include supporting young people in hospital

December 2018

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PERSON SPECIFICATION – SUPPORT WORKER		
KNOWLEDGE & EXPERIENCE	ESSENTIAL	DESIRABLE
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		✓
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	✓	
SKILLS AND ABILITIES		
Willing to learn to communicate in different ways to be understood by young adults	✓	
Able to support children and young adults to participate in a range of activities	✓	
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	✓	
SPECIAL CONDITIONS		
Full manual driving license valid for UK		✓
Willing to work shift work including evenings, weekends, and public holidays	✓	
Willingness to drive the Foundation vehicles including minibuses		✓

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