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Cambian Wing College

Job Title: **NIGHT SUPPORT WORKER (NSW)**

Reports to: **NIGHT ASSISTANT TEAM MANAGER/REGISTERED MANAGER/CARE MANAGER**

**JOB DESCRIPTION**

**Purpose and summary of job**

To primarily work in the residential area providing guidance, support and encouragement to young people in a variety of settings including classroom, education and off-site activities. The job involves enabling our young people to develop by providing physical and emotional support. The role is about working as part of a team to maintain a stable, happy and caring environment that puts the health, safety and welfare of our young people first. Important qualities of this role are being a good role model and conducting yourself in a professional manner at all times whilst on duty or representing the company at outside events.

**Main Duties and Responsibilities**

1 To build good positive professional relationships with the young people and other staff at your establishment and throughout the Group.

2 To do everything possible to maintain a safe, clean and enjoyable environment to live and work in, this will involve domestic duties.

3 Know and actively promote young people’s specific needs and help meet those needs in the most appropriate way following all relevant policies and procedures.

4 To notify management promptly of any matters relevant to the well-being of young people.

5 To help our young people to maintain their personal cleanliness, general hygiene and appearance; this may include intimate care\invasive care as required when trained.

6 To keep up to date with and actively promote a variety of all communication/information systems.

7 To provide feedback on the night routines of the young people in our care.

8 To support young people towards managing their own behaviour by using the skills and approved approaches.

9 To promote equality, acknowledging young people differences and uphold the rights and responsibilities of our young people and staff and to challenge any discriminatory practices.

10 Do everything possible to safeguard our young people from any form of abuse from staff, visitors or each other.

11 To take primary responsibility for a specific area of service development or a specific project.

12 To attend all training as required and be prepared to achieve qualifications appropriate to the role at any

particular time as specified by the organisation.

13 To actively promote and develop learning whilst participating in programmes and activities during residential or leisure situations.

14 Attend work reliably and punctually and to follow a work pattern as required to fulfil the role. This will include early mornings, evenings, weekends and Bank Holidays and be prepared to work overtime if the need arises.

15 To support our young people when preparing for and undergoing any transfer from one residential setting to another actively liaise with the transition department.

16 Ensure that you keep yourself up to date with all procedures and policy changes and actively, disseminate

information to ensure your team members are aware.

17 To be prepared to and pass an assessment to drive the minibus if required (for this you would need to hold a full driving license and be 21 years old or over).

18 To take reasonable care for the health and safety of yourself and of others. This means having an

understanding of hazards in the workplace, comply with safety rules and procedures and ensure that
anything you do or do not do does not put yourself or others at risk. This includes contributing to a safe and secure environment for our young people.

19 Undertake any other additional duties as required, which are relevant to the post.

20 To have knowledge of relevant standards and how these are implemented into the care setting.

21 To attend review meetings with your key young people and act as an advocate where required.

22 To be actively involved in the effective planning, preparation, supervision and review of all routines, social and recreational activities, on and off site for students and the waking day curriculum.

**The following responsibilities will be added after the completion of the probationary period and will require additional training to be undertaken.**

23 To take responsibility for completing activity planners, sign in/out book for on/off site activities where agreed by senior managers.

24 To give constructive feedback to night support workers to improve their performance and to be a mentor.

25 To lead shifts and carry out appropriate de brief as required.

26 To assist young people with their medical and welfare needs and to report as required. To administer medication according to the needs of the residents and be a part of the medical audit process as required.

**PERSON SPECIFICATION**

For new appointments, a selection panel will assess each of the points below against what you have written on the application form — so, as a job applicant, you should explain, by using examples from previous jobs, voluntary work or whilst you were in education, how you match these points.

To do this job effectively a person will need; ­

**Knowledge**

1 Knowledge of the general health, safety and welfare of young people.

2 Knowledge of how young people develop and learn.

3 Knowledge of what equal opportunities and discrimination are and how it can be prevented.

4 Knowledge of what effective teamwork is and what a multi-disciplinary approach is.

**Skill and Abilities**

5 Ability to follow a work pattern and attend work punctually and reliably.

6 Ability to participate in training and development to enable job to be done to the required standard.

7 Ability to work as directed and complete tasks reliably and to the required standard.

8 Ability to go wherever our young people go and participate and possibly lead indoor & outdoor activities.

9 To be able to communicate clearly and easily with young people and others in a variety of ways.

10 Ability to read and understand written work and to write clear and accurate reports/notes.

11 Ability to form appropriate professional relationships with young people and others involved in their care.

12 Ability to demonstrate understanding of the young people and to use it to work on own initiative.

13 Ability to lead an effective shift.

14 Experience and ability of working as part of a team with responsibility for encouraging and supporting other staff.

15 Experience of planning, organising, evaluating and participating in activities appropriate to young people needs and skills and support further development in this area.

16 Ability to carry out effective debrief.

Jobholder …………………………………… Signed ................................... Date …………………

Manager ……………………………………. Signed ……………………… Date ………………….

**Timescales/ Responsibility**

Head/ Principal: 