

## Post Specification

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|--------------------------------|-------------------------------------------|
| <b>Date</b>                    | <b>February 2023</b>                      |
| <b>Post Group Number</b>       | <b>6853</b>                               |
| <b>Post Title</b>              | <b>Support Worker (Overnight Service)</b> |
| <b>Job Family</b>              | <b>People Care and Development</b>        |
| <b>Job Family Role Profile</b> | <b>PCD4</b>                               |
| <b>Final Grade</b>             | <b>Grade 6 (70 JWC'S)</b>                 |

**To be read in conjunction with the job family role profile**

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| <b>Service Area description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                          |
| The night service is part of a wider team which supports people to live at home.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                          |
| <b>Purpose of this post</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                          |
| The aim of the role is to support people to remain within their own homes; this will involve providing support which enables people to maintain their independence. All support will be given to people in a way which maintains their dignity and empowers them to make choices about how they receive the support required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                          |
| <b>Key job specific accountabilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                          |
| <ol style="list-style-type: none"> <li>1. To work as part of the night service team providing support to individuals with dignity and respect as set out in the support plan. This could include support with personal care, nutrition and hydration, medication and manual handling.</li> <li>2. To accurately record details about support provided on a daily basis and to pass on any relevant information as and when required.</li> <li>3. To escalate and seek appropriate support from other professionals such as GP's, supervisors or emergency services as and when the situation demands, this could include periods of ill health or concerns about safeguarding.</li> <li>4. To travel within a division providing support as scheduled.</li> <li>5. To attend all relevant training, supervisions and team meetings to enable you to undertake the job role and to ensure that quality assurance processes are adhered to.</li> </ol> |                                                          |
| <b>Please note annual targets will be discussed during the appraisal process</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                          |
| <b>Key facts and figures of the post</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                          |
| <b>Budget Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• None</li> </ul> |
| <b>Staff Management Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• None</li> </ul> |
| <b>Other</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                          |
| <b>Essential Criteria - Qualifications, knowledge, experience and expertise</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                          |
| <ul style="list-style-type: none"> <li>• QCF Level 3 or an ability to work towards this following appointment.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                          |

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| <ul style="list-style-type: none"> <li>• Experience of providing support in an empowering way to promote independence</li> <li>• Good verbal and written communication skills</li> <li>• Ability to provide support in a non-discriminatory way, treating people with dignity and respect at all times · Ability to work with colleagues in a way which shares and promotes best practice at all times · Knowledge of CQC and the regulatory role</li> </ul> |                                                                                                                                                                                                                            |
| <b>Disclosure and Barring Service – DBS Checks</b>                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"> <li>• This post requires a DBS check.</li> <li>• The level of check required is: <ul style="list-style-type: none"> <li>○ DBS Enhanced – Adults</li> </ul> </li> </ul>                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                            |
| <b>Job working circumstances</b>                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                            |
| <b>Emotional Demands</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• In line with service delivery in dealing with service users on the frontline</li> </ul>                                                                                           |
| <b>Physical Demands</b>                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• Some elements of manual handling</li> </ul>                                                                                                                                       |
| <b>Working Conditions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• Some exposure to confrontation / challenging behaviour ·</li> <li>• Extensive travel within the division during usual night time working hours</li> <li>• Agile worker</li> </ul> |
| <b>Other Factors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"> <li>• There will be a need to respond to service users who will not always be accessible via public transport; therefore there is a requirement to travel independently via a motorised vehicle due to the geographical dispersal of the staff and service users throughout the division.</li> </ul>                                                                                                                      |                                                                                                                                                                                                                            |