

Post Specification

Post Specification - Key Information

- **Post Title: Residential night support worker(Send)**
- **Date: February 2023**
- **Post Group Number: 7325**
- **Job Family: People and Care development**
- **Job Family Role Profile: PCD7**
- **Final Grade: Grade 9**

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

Service Area Description

This post is part of the children's home short breaks and inclusion service which works with vulnerable children and young people to ensure their needs are adequately assessed and provision made enabling them to access learning and social opportunities which support them to achieve their potential.

Purpose of this Post

To deliver positive meaningful support to children, young people and their families by providing short breaks and respite care in order to improve outcomes and avoid admission to care

Key Job Specific Accountabilities

- Work as part of a team within the Childrens Home providing evidence of high standards of care as required in accordance with the relevant legislation, procedures and policies and deliver the 'statement of purpose for the home'
- Build and maintain professional working relationships with the children, young people and their families. Provide emotional health and wellbeing support and practical support to young people who have a learning disability, autism and complex needs who can display behaviours that challenge.
- To maintain a healthy and safe environment for service users, staff and out of hours professionals authorised to attend the home.
- Support young people with their personal and health care including the occasional administration of medication and support of clinical procedures in line with the councils policies and procedures.
- Support the managers in maintaining appropriate standards of care which is of high quality and exceeds the regulatory requirements in line with legislation, council policy and procedures and health and safety executive.
- To deal with emergency situations in a competent and professional manner.
- To ensure the security of the building during shift.
- To liaise and seek the advice of other professionals as required.
- Be alert and attentive throughout the shift in order to respond immediately to the needs of the service user and to give appropriate support to colleagues and service users family members as required. Inform the Team Leader/Supervisor in a timely manner of any changes in the service users' needs.
- Adhere to the practice of individual staff supervision and annual appraisal in order to maintain the highest possible levels of skill, expertise and personal development.
- Conduct all work in accordance with relevant policies including compliance with equality and diversity procedures.

- Adhere to Westmorland and Furness council policies on confidentiality and information sharing giving due consideration to the protection and wellbeing of the child as paramount.
- Contribute to the Council's emergency planning activity in a time of crisis.
- Support the Council's core values and corporate standards.
- Ensure that the service is at all times pursuing good individual relations and fair personal health and safety, equal opportunity and management practices.
- Enhance the Council's image within the community by promoting awareness of service and achievements and encourage greater public participation.
- Undertake such other duties and responsibilities commensurate with the grading and nature of the post.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** Non
- **Staff Management Responsibilities:** Non
- **Other:** Maintaining and updating paperwork relevant to the young persons file and appropriate management of the residential home responsibilities. Use of ICT equipment including access to ICS.

Essential Criteria

- **Qualifications:**

Essential

Diploma 3 in residential childcare or equivalent NVQ3 or completion of the qualification within two years of appointment, or equivalent demonstratable experience. Evidence of ongoing professional development.

Desirable

NVQ4, degree or equivalent in relevant professional area, education, social care, childcare, counselling, parenting programmes.

- **Knowledge:**

Essential

Knowledge of current relevant national policies, statutory guidance and legislation in respect of children and young people, including the children's home regulations and quality standards. Knowledge of child development 8-18 inclusive.

Knowledge of managing challenging behaviour.

Knowledge of working with learning disabilities and or autism.

Understanding of equality and diversity issues.

Desirable

Awareness of health and safety requirements.

Knowledge of the way in which partners work e.g schools, health agencies, and other care providers.

Knowledge of team Teach Positive Behaviour Management strategies.

- **Experience:**

Essential

Experience of working with individual children and young people 8-18, their families and or carers.

Experience of working with other agencies and partners to improve outcomes for children and young people.

Experience of working within a residential setting supporting young people with challenging behaviours.

Desirable

Previous experience of working in and a good understanding of the services provided by a Childrens Services directorate.

Experience of group work.

Experience of parenting programmes

Experience of working with challenging families

Experience of working with children with complex needs.

- **Expertise:**

Essential

High level of interpersonal skills.

Ability to communicate at all levels with effective concise, relevant and accurate material both written and verbal, to meet the individual needs of children and young people and their families.

Ability to prioritise and manage work effectively to reach agreed timescales and deadlines.

Ability to deal with difficult, sensitive, emotional and stressful work.

Ability to risk assess and respond to a range of situations.

Ability to work within settings and the community independently.

ICT competent in using Microsoft word, excel, email and internet

Ability to assess, supporting keyworkers to complete and review a needs led child's plan.

Good observation and active listening skills.

Ability to manage confidential information.

Ability to work on own initiative and as part of a team.

Professional integrity, reliable, consistent, adaptable and resilient

Ability to motivate and develop others

A willingness to commit to ongoing professional development and training.

Ability to show empathy and understanding of others views.

Ability to administer medication including emergency medication as required.

Desirable

Awareness of the impact on children of emotional and social circumstances and events.

Able to problem solve and offer solutions.

Disclosure and Barring Service (DBS) Checks

- This post requires a DBS check.
- The level of check required is *(remove others not required)*:
 - DBS Enhanced – Children

Job Working Circumstances

- **Emotional Demands:** Ability to manage the emotional demands of the role which will be high and frequent.
- **Physical Demands:** Physical fitness in order to undertake and engage with young people as required during a shift, and also in order to undertake team teach refresher training every 2 years, or at any point as required in that period.
- **Working Conditions:** Night shift work-rolling rota.

Other Factors:

Hours worked on a rota/shift basis.

Be aware of and implement WAF no smoking policy.

Be able to adjust at short notice rostered/shift hours due to staffing or other difficulties.

Able to use physical intervention and Team Teach Techniques as required by County Council policy

