



<b>Title</b> Night Care Assistant	<b>Department</b> Children, Families & Cultural Services	<b>Post Ref.</b>
<p><b>Job Purpose</b></p> <p>To provide safe, supportive and positive care to all resident children and young people. To ensure the physical safety and security of the children and young people during night hours. To respond to the needs of the young people and will have a general oversight of building security. To undertake any domestic duties that are required to meet the needs of the home.</p>		
<p><b>Key Responsibilities</b></p> <p>To perform personal and intimate care tasks with complex physical and learning disabled young people.</p> <p>Following training and being competency assessed, to undertake health care procedures and processes on children with physical disabilities and significant health needs.</p> <p>To respond to the emotional, psychological and physical needs of the resident children and young people, assisting them to settle at bedtime. You will make regular checks on each young person during your shift to maintain their health, safety and well being.</p> <p>To provide services efficiently and effectively within organisational policy and statutory requirements.</p> <p>To provide care within an environment that positively integrates race, culture gender, disability and sexual orientation.</p>	<p><b>Key Accountabilities</b></p> <p>Understands and puts into practice the Council's commitment to excellent customer service.</p> <p>Sets a positive example by using resources efficiently in line with priorities and correcting inefficient practices.</p> <p>Builds positive personal relationships with customers, with colleagues and partners acting as a model both in terms of listening and explaining especially to resolve ambiguity.</p> <p>Bounces ideas off colleagues and peers, seeking input and constructive challenge.</p> <p>Supports front line staff to adapt ways of working in a changing environment.</p> <p>Develops awareness of new practice in their profession and developments within the Council.</p>	

To ensure that managers are informed of significant matters arising in connection with the Home, issues of Ofsted compliance and/or the young people.

To maintain a current knowledge of legislation, practice issues and developments locally and nationally in their field of work.

To work positively and enabling with children and young people with challenging behaviour.

To ensure that children have access to representation and complaints procedure.

To implement identified care management tasks.

To have an understanding and knowledge of child development.

To contribute to and implement effective strategies for managing challenging behaviour, following the MAPA training, principles and strategies

To contribute to and implement child care planning.

To communicate effectively, professionally and sensitively with children, young people and their families.

To have a working knowledge of child protection procedures and of safeguarding children and young people looked after.

To be committed to the ethos and philosophy of group living.

To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post,

Treats all customers and colleagues with respect, consideration and the appropriate level of confidentiality.

Challenges inappropriate behaviour.

Exemplifies safe working in line with health and safety and safeguarding protocols and procedures.

Exemplifies a considered and professional approach to the management of risk, showing understanding of the risk management system

### Applicants Please Note

**When completing your application form you must ensure you address and make comment on the 13 criteria outlined in the Person Specification. The Panel will short list solely against these elements. If you have not covered these essential criteria requirements in enough depth you will not be included on the short list of candidates.**

**You need to carefully consider how you can meet the essential criteria, please give examples. For instance, it is not sufficient to state “I *have knowledge of safeguarding issues*”. The panel will expect you to write a statement identifying the range of safety issues you have to consider when children and young people live in a residential setting, and how you would work with other professionals to keep children safe and secure. It may be helpful for you to research this area of the person specification before you fill in the application form if your work or other setting hasn't given you experience of this. Give examples etc. to help you focus and frame your statements in each area.**

subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

**It may be helpful for you to head each paragraph of your application form with the essential criteria.**

**The post holder will perform any duty or task that is appropriate for the role described**

## ***Person Specification***

### **Qualifications, Experience and Knowledge.**

1. Should hold an NVQ 23CCYP/Health & Social Care, CWDC Diploma or equivalent. If not held will be required to register on a programme and achieve within 6 months of being confirmed in post.
2. Must be educated to GCSE grade C or above in English or evidence Literacy skills to Level 2 of the national qualifications framework.
3. To communicate effectively and professionally verbally, non-verbally and in written form.
4. Must understand the broad principles of the Children Act 1989 (and subsequent amendments) and other field related legislation.
5. Must have a clear understanding of the safeguarding issues for children/young people in a residential group living setting.
6. Must have an understanding of young people's physical, emotional, cultural and racial and individual needs in a residential setting.
7. Must have an understanding, awareness of & commitment to equality issues.
8. Must have an understanding of, and an ability to manage challenging behaviour.
9. To have knowledge and application of relevant Health and Safety Legislation, including fire awareness.

### ***Experience***

19. Must have a minimum of 6 months experience of working with children and/or young people,

### ***Personal skills and general competencies***

10. Puts into practice the Council's commitment to excellent customer care.
11. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.
12. Works well with colleagues but also able to work on their own initiative.
13. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration
14. Commitment to self development and training. Including a willingness to undertake training as identified (particularly Level 2 qualifications).
15. Ability to work within a stressful environment and manage own stress.
16. Excellent time-keeping and sickness record.
17. Able to demonstrate patience, flexibility, integrity, resilience, enthusiasm and sensitivity within good parenting principles and present as a good role model for young people.
18. Must be able to work on a rostered basis, including weekend and unsociable hours and bank holiday working.

***Role Dimensions***

1. Insert core area/s of responsibility (inc. teams, services & functions)
2. Insert financial responsibility
3. Insert staff - No of direct reports

*Please attach a structure chart*

Date