

<p><b>Title</b> <i>Night Care Worker</i></p>	<p><b>Department</b> <i>Children, Families and Young People</i></p>	<p><b>Post Ref.</b> <i>NCW/MAIN</i></p>
<p><b>Job Purpose</b> The postholder will be required to provide safe, supportive and positive care to all resident children and young people. The post holder's primary responsibility will be to ensure the physical safety and security of the children and young people during night hours. The post holder will respond to the needs of the young people and will have a general oversight of building security.</p>		
<p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. To be responsible for compiling accurate, legible and complete records as necessary such as safety checks, night logs, health records, incident reports and child protection information.</li> <li>2. To undertake fire prevention and detection routines as specified.</li> <li>3. To ensure that fire doors including kitchen and bedrooms are closed and that escape routes are not obstructed.</li> <li>4. To be responsible in the event of fire, for raising the alarm and assisting in the evacuation of the young people to a safe place.</li> <li>5. To be responsible for checking doors, windows and other areas of the building on a regular basis throughout the night.</li> <li>6. To be responsible for consulting with the duty manager and/or the sleep-in person in the event that assistance may be required. Such as serious illness which may necessitate hospital treatment; concerns regarding risk taking behaviour by</li> </ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. To immediately refer to the appropriate Duty Manager any suspicion, allegation or evidence or of any area of concern relating to child protection, in accordance with Nottinghamshire Safeguarding Children Board, Child Protection Procedures and Nottinghamshire County Councils Policy and Procedure Guides.</li> <li>3. To contribute to the efficient and safe operation of the unit especially with due regard for Health &amp; Safety of oneself, colleagues and young people within the unit.</li> </ol>	

children and young people or any problems with the building.

7. To ensure the receipt of all relevant information from the previous shift and handing over all relevant details to the oncoming shift.
8. To respond to telephone calls made to the Home during periods of duty in a professional and courteous manner. To report the content of telephone conversations in the appropriate record book.
9. To carry out laundry and domestic duties as per a family home in accordance with the instructions given and the nightly jobs list.
10. It is the nature of residential child care that tasks and responsibilities are, in many circumstances, unpredictable and varied, and the post holder will be expected to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms after consultation with the appropriate parties.

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

Tier 7 - Frontline Roles

**Person Specification**

**Education and Knowledge**

1. DipSW, CSS or CQSW or child care qualification such as Health & Social Care NVQ level 3 award. Staff appointed who do not hold a qualification will be required to register on a QCF level 2 programme and achieve within 12 months of commencement. Practice and performance will be measured against this award, The postholder will work within an agreed programme of work. It is also possible that by agreement from the RCM the postholder maybe registered on the QCF Level 3 dependant on skills and abilities.
2. Understanding of the broad principles of Children Act 1989. together with subsequent legislation effecting Children in Residential Care.
3. Understanding of Health and Safety issues within residential settings.
4. Understanding of safeguarding issues for children/young people in a residential group living setting.
5. Understanding of young people's physical, emotional, cultural and racial and individual needs in a residential setting and an awareness & commitment to equality issues.
6. Understanding of the key principles of Care Planning.
7. Understanding of child development.

**Personal skills and general competencies**

9. Puts into practice the Council's commitment to excellent customer care.
10. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.
11. Works well with colleagues but also able to work on their own initiative.
12. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration

8. Understand working with challenging behaviour and impact on children & young people.

***Experience***

13. The post holder will be required to have had at least 6 months experience within a child care/adult environment and/or experience of a residential/group living setting.

14. Ability to meet the physical and emotional care and health needs of the children and young people to a high standard.

15. Good quality written and verbal communication skills. Including competent use of Information Technology.

16. Good listening skills.

17. Ability to contribute to decision making, work as part of a part of a team and work on own initiative.

18. Ability to maintain a high standard of cleanliness and good repair of the fabric of the building.

19. Self confidence and ability to advocate for young people.

20. Commitment to self development and training. Including a willingness to undertake training as identified.

21. Ability to work within a stressful environment and manage own stress.

22. Good time-keeping and sickness record.

23. Enthusiasm to work with change.

24. Able to demonstrate patience, flexibility, integrity, resilience, enthusiasm and sensitivity within good parenting principles and present as a good role model for young people.

25. Ability to make informed decisions in crisis situations.

26. Must be able to work on a rostered basis, including weekend and unsociable hours, including bank holidays.

27. Must have flexibility in helping the unit maintain safe staffing levels and be responsive to requests for overtime etc.

***Role Dimensions***

28. To support and meet the needs of a group of children and young people during the night ensuring they are safe from harm.

29. No financial responsibility.

30. No direct staffing responsibility.

*Please attach a structure chart*

Date 28<sup>th</sup> March 2013