

Title Night Care Assistant (relief)	Department Children, Families and Young People	Post Ref.
Job Purpose 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.		
Key Responsibilities <div><div>1.</div><div>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.</div></div> <div><div>2.</div><div>To provide services efficiently and effectively within organisational policy and statutory requirements.</div></div> <div><div>3.</div><div>To provide care within an environment that positively integrates race, culture gender, disability and sexual orientation.</div></div> <div><div>4.</div><div>To ensure that managers are informed of significant matters arising in connection with the Home, issues of Ofsted compliance and/or the young people.</div></div> <div><div>5.</div><div>To undertake planned and random care, safety and security inspections and searches of the building premises, occupants and surrounds in accordance with defined procedures and timescales.</div></div> <div><div>6.</div><div>To monitor CCTV systems, check locks, doors, access points, safety devices and other equipment as necessary to ensure the security and safety of the buildings / premises at all times.</div></div> <div><div>7.</div><div>To maintain a current knowledge of legislation, practice issues</div></div>	Key Accountabilities <div><div>1.</div><div>Understands and puts into practice the Council's commitment to excellent customer service.</div></div> <div><div>2.</div><div>Sets a positive example by using resources efficiently in line with priorities and correcting inefficient practices.</div></div> <div><div>3.</div><div>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.</div></div> <div><div>4.</div><div>Bounces ideas off colleagues and peers, seeking input and constructive challenge.</div></div> <div><div>5.</div><div>Supports front line staff to adapt ways of working in a changing environment.</div></div> <div><div>6.</div><div>Develops awareness of new practice in their profession and developments within the Council.</div></div> <div><div>7.</div><div>Treats all customers and colleagues with respect, consideration and the appropriate level of confidentiality.</div></div> <div><div>8.</div><div>Challenges inappropriate behaviour.</div></div> <div><div>9.</div><div>Exemplifies safe working in line with health and safety and safeguarding protocols and procedures.</div></div>	

<p>and developments locally and nationally in their field of work.</p> <p>8. To work positively and enabling with children and young people with challenging behaviour.</p> <p>9. To ensure that children have access to representation and complaints procedure.</p> <p>10. To implement identified care management tasks.</p> <p>11. To have an understanding and knowledge of child development.</p> <p>12. To contribute to and implement effective strategies for managing challenging behaviour, following the MAPA training, principles and strategies</p> <p>13. To contribute to and implement child care planning.</p> <p>14. To communicate effectively, professionally and sensitively with children, young people and their families.</p> <p>15. To have a working knowledge of child protection procedures and of safeguarding children and young people looked after.</p> <p>16. To be committed to the ethos and philosophy of group living.</p> <p>17. To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.</p>	<p>10. Exemplifies a considered and professional approach to the management of risk, showing understanding of the risk management system</p> <p>11. To be responsible for monitoring and reporting in connection with essential services and to ensure the efficient and economical use of heat, light, power and other resources employed.</p> <p>12. To maintain a record of work undertaken, incidents and other events occurring during duty and to communicate all such information during formal handover to day staff.</p> <p>13. To undertake a range of domestic and laundry tasks including meal time preparations and clear away and general cleaning within the unit.</p>
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

Person Specification**Education and Knowledge**

1. Should hold an NVQ 2 CCYP/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.

Experience

1. Must have a minimum of 6 months experience of working with children and young people, in a residential group living setting.

Personal skills and general competencies

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

Role Dimensions

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

Please attach a structure chart

Date: