Job Description

**Job Title**: Waking Night Support Worker

**Reports to**: Registered Manager or Team Leader / Senior Support Worker of the house to

 which they are attached

|  |
| --- |
| **Organisation:** |
| Camphill Community Clanabogan offers a holistic community style model of care and support, providing domiciliary care in supported living and work and day opportunities. We are built on the principles of true inclusion where everyone is equally valued and everyone has their role to play. We are more than a service provider; we are an enabling community offering an inclusive way of living.  |
| **Job Purpose:** |
| 1. To be a member of a staff team providing personal care, support, advice and guidance to those living at Camphill Community Clanabogan throughout the night.
2. To ensure that residents are able to experience high levels of personal and physical support and emotional and social care throughout the night.
3. To ensure a safe and secure environment for the residents and to take appropriate action in the event of an emergency.
4. To be responsible for the health needs of residents during the night.
5. To undertake a range of basic care tasks contributing to the cleanliness and good order of the home and those who live there.
 |
| **Key Responsibilities:** |
| 1. To follow the agreed routine for the houses at Camphill Community Clanabogan as set out in the list of night time procedures.
2. To respect the individuality and dignity of residents.
3. To respond to the residents in line with their care and support plans, especially as it relates to their night time care, but being alert to any specific changes in the resident’s behaviour or disposition which might indicate that the resident is unwell or needs extra care and attention.
4. To support residents with all aspects of personal hygiene and presentation including for those residents with high dependency needs bathing, washing, and toileting.
5. To make written and verbal observations of residents and ensure these are entered into relevant recording system in place.
6. To carry out welfare checks on residents as per their care and support plan for night times and to ensure those in our care are always treated with respect and receive the highest possible standards of support and service from the staff of Camphill Community Clanabogan.
7. To keep up to date with the residents’ needs as identified in the care and support plan and ensure all instructions and recommendations from health agencies, ambulance staff, on call GP and other professionals issued during the night and which may differ from the care and support plan are made known to day staff and Manager.
8. To ensure all security measures are in place with special attention to the locking of doors and windows, unplugging unnecessary electrical appliances, and being aware of the procedure to be followed in the event of an emergency or fire.
9. To monitor and use any electronic alarm system that may be in place in the house in keeping with the house procedures and individual service user plans.
10. To respond to emergencies and to advise residents in such situations in order to promote their safety and welfare.
11. Following approved guidelines, to administer medication and basic first aid to residents as required.
12. To ensure any significant changes in the behaviour and disposition of residents are brought to the attention of the day staff, care coordinator or registered manager.
13. When appropriate, to enable residents to plan meals, which are wholesome and nutritious, and support them in the preparation of snacks and related domestic duties.
14. To carry out domestic tasks as requested including ironing, serving, cleaning kitchen, washing floors and laundry.
15. To participate in training as directed by the line manager.
16. To answer the telephone and initiate any actions required as a result of any call.
17. When required to escort residents to hospital or other appointments and to ensure they receive appropriate medical care and attention.
18. To attend meetings as required. This may mean attendance at Camphill Community Clanabogan outside of the usual working hours.
19. To follow the Health and Safety policies and procedures of Camphill Community Clanabogan and to report any noted maintenance or health and safety issue that requires attention.
20. To fully implement the policies and procedures of Camphill Community Clanabogan and ensure that all recording systems are completed accurately on a regular basis.
21. To maintain a professional relationship with residents and colleagues at all times and to undertake allocated duties in a correct manner.
22. To participate in supervision and appraisal sessions with a nominated line manager.
23. To attend training as required by Camphill Community Clanabogan. This training will require your attendance outside of your usual working shift and usually during the day time.
24. If applicable, to drive the Company vehicles when required.
 |
| **This job description indicates only the main duties and key responsibilities of the post. It is not intended as an exhaustive list. You are expected to carry out such duties as are reasonably commensurate with your role.****CCC is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable to enable people with a disability to fulfil the criteria for and undertake the duties of the position.** |

Shortlisting criteria for Waking Night Support Worker

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| EDUCATION / TRAINING QUALIFICATIONS | Good literacy, numeracy and computer skills. | NVQ/QCF Level II in the Health and Social Care or allied professional qualification. |
| EXPERIENCE | Experience working in a health and / or social care setting. |  |
| SKILLS AND COMPETENCIES | Good interpersonal skills.Good communication skills. Ability to use initiative.  | Full clean driver’s licence. |
| ATTRIBUTES | Calm and level-headed. Patient and tolerant. Approachable and understanding. Respectful. |  |
| CIRCUMSTANCES | Flexibility to be part of a rota of staff support, working unsocial hours, weekends and nights. |  |
| CCC ETHOS and VALUES | Candidates must respect the ethos of Camphill Community Clanabogan and work within its values. |  |

 Job Information Sheet

Waking Night Support Worker

Our ability to provide high quality care and support in an enabling environment is dependent on having a highly motivated, committed and satisfied workforce. We believe in investing in our staff and this means ensuring our staff have competitive rates of pay, additional benefits and work in an environment that is supportive and rewarding.

|  |
| --- |
| Salary |
| £10.11 per hour  |
| Holidays |
| 20 holidays and 10 bank holidays per annum (pro rata) |
| Pension |
| If eligible |
| Health Benefits |
| CCC has in place an Employee Assistance Programme which gives employees 24-hour access to confidential counselling services. |
| Sick Leave  |
| CCC offers: First Year of employment: standard Statutory Sick Pay,Second Year: 4 weeks full pay, 4 weeks half pay,Third Year: 8 weeks full pay, 8 weeks half pay,Fourth Year: 12 weeks full, 12 weeks half. |
| Probation |
| On commencement of employment all staff are required to undergo a ‘probationary period’ of six months. Successful completion of the probationary period depends on achieving the required standard of conduct, performance and attendance.  |