

# JOB DESCRIPTION

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<b>Job Title:</b>	<b>Waking Night Worker</b>
<b>Responsible to:</b>	<b>Registered Manager</b>
<b>Hours:</b>	<b>Full time, part time or bank</b>
<b>Salary:</b>	<b>Negotiable dependant on experience and qualifications</b>
<b>Annual Leave:</b>	<b>20 days' holiday plus 8 statutory days (Pro rata)</b>

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We support a wide variety of people, some are in formal Education that we support on a daily or residential basis and some are on the Opportunities programme that we support on a day or residential basis; all these people are referred to as learners throughout this document

## **EQUAL OPPORTUNITIES STATEMENT**

Condover College is committed to becoming an equal opportunities employer. It is committed to promoting equal opportunities and preventing discrimination. This policy applies both to service delivery and to its own employment practices. You will be willing and able to demonstrate commitment to Condover College's Equality, Diversity, and Inclusion Policy.

## **KEY RESPONSIBILITIES**

1. To follow all legislation, guidelines and regulations relating to the residential care of the residents and to also follow the college's policy procedures
2. To maintain confidentiality and ensure that safeguarding learners is paramount and promote a positive safeguarding culture at all times
3. Help create a homely atmosphere where the residents will be happy but also stimulated to learn new tasks.
4. To act as an informal advocate on the residents' behalf
5. To be involved in the teaching of self care skills to encourage the emotional, personal and social development of the residents. Creating opportunities for the teaching of new skills in all areas and assessing individual needs.
6. To help create night time programmes and to follow these to support learners to improve their night time routines.
7. Maintaining confidentiality in line with legislation

8. To accurately record in accordance with Condover College standard policy and procedure and in line with legislation, regulations and guidance
9. To Monitor and respond to the needs of the residents
10. To know and to carry out the procedure regarding epileptic seizures
11. Maintain the residents' clothing by carrying out minor sewing repairs
12. To contribute to the protection of the vulnerable adults
13. To appropriately use and care for equipment, furnishing and provisions within the college, with particular reference to health and safety regulations.
14. To liaise between college, the residents' home and residential home.
15. To attend and participate in supervision and appraisal systems, staff meetings as required
16. To communicate appropriately with the residents, their families, colleagues and other agencies and professionals.
17. To contribute to the development and effectiveness of working teams.
18. To deal with complaints in accordance with Condover College "Complaint" policy and procedure.
19. To undertake appropriate training and development as identified and agreed in supervision/appraisal meetings. To successfully complete the induction and foundation training
20. Participate and support the residents on any holiday off campus.
21. To assist in the monitoring and administration of medications.
22. To undertake other duties that may be requested within the reasonable expectation of the position.

The Waking Night support worker will follow the routines and procedures set by their line manager.

### **Policies and Procedures**

The duties and responsibilities of the post will be undertaken in accordance with the policies and procedures and practices of Condover College

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Person specification

**Position:** Waking Night Worker

<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>
<b>Skills and abilities</b>	<p>A commitment to working with adults with disabilities.</p> <p>Effective verbal and written communication skills.</p> <p>Organisational skills.</p> <p>To demonstrate the ability to work as part of a team.</p> <p>To work on own initiative.</p> <p>Understand and maintain confidentiality.</p>	<p>To engage and work constructively with adults with disabilities.</p>
<b>Knowledge relevant to the post</b>	<p>To understand the needs of adults with a disability.</p>	<p>A working knowledge of relevant legislation and guidance.</p> <p>Knowledge of the Protection of Vulnerable Adults procedure.</p>
<b>Experience</b>		<p>Working with adults with disabilities.</p> <p>Experience of completing risk assessments.</p> <p>Collaborative working with colleagues and other agencies.</p>
<b>Qualifications</b>	<p>Commitment to undertaking Diploma in Health and Social care level 3 as a minimum</p>	<p>Diploma in Health and Social care level 3</p> <p>First Aid certificate.</p> <p>Manual handling training.</p>
<b>Any other requirements</b>	<p>To work as part of a shift system and undertake sleep-in duties.</p> <p>A commitment to complete ongoing training and Continuing Personal Development.</p>	<p>Full Driving licence</p>