

Policy Document No: Per 1.1.1**Night Support Worker (Adult Services) Job Description****Job Title:** NIGHT SUPPORT WORKER (ADULT SERVICES)**Service:****Responsible to:** Care Supervisor/Deputy Care Manager (or Team Manager/
Assistant Team Manager)**Brief description of job:**

A Night Support Worker is responsible for supporting people who use our services by providing physical and emotional care during a waking night shift. This involves working as part of a team to maintain a stable, happy and caring environment that puts the health, safety and welfare of people who use our services first. Basic but vital parts of this include regular and punctual attendance at work, the need to act professionally and to be a good role model for people who use our services and other staff. A Night Support Worker may be required to work in any part of the service.

Core Expectations:

- 1 To remain vigilant and do everything possible to protect people who use our services and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.
- 2 To attend for work reliably and punctually.
- 3 To know where Hesley Group policies are kept and to be aware of and follow their contents.
- 4 To encourage and support evening and night activities in accordance with a person's care plan.
- 5 To build and promote good relationships and communication with people who use our services and staff.
- 6 To do everything possible to maintain a safe, clean and enjoyable environment for the people who use our services to live in.
- 7 To learn about a person's individual special needs and help meet those needs in the most appropriate way; to assist in the person centred planning process and promote a person's choices.
- 8 To encourage people who use our services to do as much for themselves as possible whilst providing support, as needed, within formal/informal learning settings (vocational/leisure/residential/community).
- 9 To make sure medical needs are met at all times, including medication administration.
- 10 To attend meetings, check communication books, electronic communications/e-mails, notice boards, diaries and pigeon-holes daily to actively seek relevant communications.

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- 11 To keep clear, accurate and appropriate records in line with policies and procedures.
- 12 To work in person centred manner ensuring people who use our services are as independent as possible when promoting personal healthcare and physical, emotional and financial well-being.
- 13 Support and assist people who use our services in maintaining and developing personal relationships with family, friends and others of importance to their lives.
- 14 To be, or assist, a 'Keyworker' for an individual person.
- 15 To support people who use our services who exhibit challenging behaviours, safely and supportively, by using the skills and approved approaches learnt through training; promoting positive behaviour management.
- 16 To be involved in planning, preparing, implementing and participating in activities that reflect a person's choices and preferences.
- 17 To drive a minibus if required and qualified to do so.
- 18 To work overtime if requested.
- 19 To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

Health & Safety:

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for people who use our services.

This duty includes checking that any person entering Hesley Group property has a right to do so and their visit is recorded in accordance with Hesley Group procedures.

Most demanding aspect of the role: Being a Night Support Worker at The Hesley Group is a rewarding job. Being on a waking night duty can be demanding. The nature of night work is such that the number of staff on duty can be less than those on a day rota, so communication and understanding within the team is essential. Some aspects of people who use our service's behaviours can be challenging and it is important to be able to work as a team and deal effectively with the stresses that surround this. A successful Night Support Worker will empower people who use our services to make choices about their lives and enable them to fulfil their full potential.

This organisation is committed to the protection and safeguarding of children and adults at risk, and promoting their welfare. The Hesley Group, therefore, expects all staff and volunteers to share this commitment.

Prepared by HR Department:

Date: 28/08/14

Jobholder: Signed: Date:

Manager: Signed: Date: