



**Night Support Worker
– Limewood**

Job Description and Person
Specification

The Wrekin
Housing Group

THE WREKIN HOUSING GROUP

Night Support Worker - Limewood

JOB DESCRIPTION

Job Summary and Purpose:

The main purpose of the post is to be a member of a staff team providing support, advice and guidance to residents throughout the night.

To ensure that residents are able to experience high levels of personal care and physical support as well as emotional & social care throughout the night.

To ensure a safe and secure environment for the residents and to take appropriate action in the event of an emergency.

To be responsible for the health needs of residents during the night.

To undertake a range of basic tasks contributing to the cleanliness and good order of the home and those who live there.

Key Duties and Responsibilities:

Care and Support:

- To follow the agreed routine for the home as set out in the list of night time procedures
- To respond to emergencies and calls for assistance made by tenants/customers via the alarm system and provide the most appropriate form of assistance/care.
- To always be aware of tenants/customers care / support plans in order to meet and deliver identified care and support needs.
- Deliver care and support as detailed in a tenants/customers care and support plan and/or as directed by the line manager and when directed deliver un-planned care following an accident or sudden illness until such time as a care and support plan can be devised.
- Report any concerns of potential abuse of a service user in line with The Group Safeguarding Policy.
- To participate in the care/support planning process by attending meetings as and when required and contributing to the assessment of

needs; the development of appropriate outcomes and recording service users progress in meeting those outcomes.

- To assist tenants /customers in maintaining their independence, by encouraging their involvement in decisions affecting all aspects of their life.
- To contribute to the health and well-being of tenants/customers by encouraging involvement in scheme and community based social and leisure activities.
- To report all concerns regarding a tenants/customers health and/or well-being in line with policy and procedure.
- At all times to afford tenants/customers the dignity and respect to which they are entitled and in particular, to recognise any special requirements associated with an individual's race, culture or religion.
- To work with families and other agencies to ensure continuity of service and communications.
- At all times work in accordance with any regulatory standards or regulations relating to the provision of care.

Health and Safety and Building Matters:

- Keep communal areas clean, tidy and free from hazards and ensure all defects are reported promptly
- With the Service Manager ensure that services and contractors are monitored and service levels are maintained.
- To be aware of and adhere to all of The Group Policies and Procedures in relation to health and safety, including the Prevention and Control of infection.
- Work in a safe and responsible manner having regard to your own safety and the safety of colleagues, residents and others who might be affected by our work activities and operations and report all accidents and incidents in line with The Group Policies and Procedures.
- To adhere to any instructions or guidance as detailed in any support/care plans, risk assessments or other safe systems of work documentation.

General:

- Attend and successfully complete all training as identified by the service in order to meet the needs of residents and the service.
- Maintain essential documentation as required.
- Work effectively and co-operatively as a member of a team, maintaining good working relationships with colleagues; resident's families and professionals from other agencies.
- To attend meetings as required.
- To work flexibly to meet the needs of tenants/customers and the demands of the service

Confidentiality:

The post holder should ensure that they are familiar with and adhere to all The Group policies and procedures relating to confidentiality.

Safeguarding Adults:

All staff have a responsibility to safeguard residents. All staff must be familiar with, and adhere to the organisations' adult protection procedures.

THE WREKIN HOUSING GROUP
PERSON SPECIFICATION

NIGHT SUPPORT WORKER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> ▪ Good communication, literacy and numeracy skills ▪ Effective interpersonal skills and ability to work as part of a team ▪ Ability to work unsupervised ▪ Ability to be responsive to other people's needs ▪ Demonstrate positive attitudes towards the right of vulnerable people. ▪ Willingness to work flexibly according to the needs of the service and residents. ▪ Willingness to undergo training including the Care Certificate and Diploma in Health and Social Care Level 2 ▪ To be willing to work at any location depicted by the needs of the service ▪ To be prepared to work carry out all duties in line with The Group Equal Opportunities and Diversity Policy ▪ Minimum age 18 	<ul style="list-style-type: none"> ▪ NVQ level 2 or Health and Social Care Diploma level 2 ▪ Experience in managing a household budget ▪ Experience of working with vulnerable adults in a care and /or support role. ▪ Experience of individual care planning/personal care role ▪ Basic IT skills ▪ Experience in providing housing related support to vulnerable people ▪ Current full UK Driving Licence with access to a car. Car will need to be insured for business purposes (this is usually covered in most insurance policies).