

# Job description

## Job title

Night Care Worker

## Hours

20 hours per week (2 x 10 Hour Shift, working 2/7 days on rotational basis)

## Contract

Permanent

## Role profile and grade

Grade 1, Point 1

## Salary

£13,989.33 - actual salary based on 20 hours per week (hourly rate of £13.45)

Full time equivalent salary of £26,230 based on 37.5 hours per week)

## Enhancements

Time and a quarter at weekends and hours worked during the week between 11pm and 6am.

## Location

Blackrod, Bolton

## Reports to

Registered Manager / Seniors / Team Leader

## Job purpose

The Together Trust has a number of homes providing residential and short break services for children, young people and adults with disabilities, including autism spectrum conditions.

Main duties will be carried out whilst working 10 hour night shifts allocated by the Manager or delegated person, which will include weekends.

The core tasks will include attending to the needs of the adults during the night some of which have complex health conditions, domestic duties and appropriate record keeping in accordance with legislation and regulation. Another member of staff will sleep in the unit and can be disturbed if there is an emergency.

The post holder will be expected to attend staff meetings, supervision, and annual appraisals. As well as attending the Trust's training courses and those provided in-house, together with a willingness to undertake an appropriate level NVQ programme, including working the occasional day shifts to gather the relevant evidence to support the qualification.

At all times, the post holder is expected to conduct themselves professionally, to work within the current legislative framework and adhere to the Together Trust Policies and Procedures. There is an expectation of successfully completing induction and ongoing training to achieve this aim.

The nature of the work of Together Trust is varied and, in many instances, unpredictable. All staff are therefore expected to work in a flexible way and tasks that have not been covered in the job description have to be undertaken.

All staff must also be willing to work unsociable hours during the night, following the agreed shift pattern, and to cover annual leave and sickness when necessary.

### Key responsibilities

- To ensure that all children, young people and adults are encouraged to their full potential and that their wishes and feelings are considered in all matters and decisions relating to their daily care, appropriate to their age and understanding.
- To assist in the planning, operation and assessment of the young person's need.
- To respect and promote the needs of each child, young person and adult arising from their racial, cultural and religious background.

- To maintain appropriate records on the child, young person and adult and ensure that information is passed onto other members of the team.
- To administer medication and simple medical procedures for the young people as appropriate, and a willingness to undertake training if required
- To take responsibility for the security and maintenance of the house/unit during the night, including housekeeping duties as required and utilising the sleep-in member of staff or on-call manager as required.
- To undertake any other duties reasonably requested by the Registered Manager/Seniors.
- Take responsibility for the promotion of safeguarding and the welfare of children and young persons for who s/he is responsible for.

### Other responsibilities

- Actively engage with the Together Trust's vision, mission and values
- Commit to promoting equality, diversity and inclusion

### Additional information

The work at the Trust for those working directly with the service users can on occasion be physically demanding and employees must be able to undertake in full the requirements of the job and requisite training.

For the safety of staff and the service users, training will be provided to assist employees to carry out their role, specifically the Movement & Management of Loads & People, Emergency First Aid and PROACT SCIPr UK training (this provides staff with the skills to carry out the sometimes-necessary safe holds in a non-threatening way).

Employees will be required to fully participate in all training. Having a disabling condition does not preclude you from working for the Together Trust. However, you should make the Together Trust aware of any adaptations required to enable you to undertake the work.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all its staff and volunteers to share that commitment.

The Together Trust is committed to equality and diversity, but is underrepresented in the work force by men, men and women from ethnic groups and people with disabilities. The Together Trust therefore welcomes applicants regardless of their racial, ethnic or national origin, religion or beliefs, disability, sexuality, age or responsibilities for dependents.

## Person specification

You will need to demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Education, qualifications and training	GCSE level education	NVQ in Care QCF - Children and Residential
Experience and skills	Working with young disabled people.  Experience of recording information  Experience of both working on own initiative and as part of a team.	Experience of working unsociable hours  Experience of administering medication  Supporting young people towards independence
Knowledge and understanding	An understanding of the needs of young people.  Good communication skills.	Knowledge of current disability legislation.
Other	Flexibility.  Commitment and motivation.  Commitment to equal opportunities.  Commitment to personal development and training.	Clean current driving licence

Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.

