

# JOB DESCRIPTION

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| **Post Title:** | Night Support Worker | **Department / Service:**  | Older People & Hospital Social Work Services |
| **Hours:** | 35 (average) | **Level:** | G01 |
| **Location:** | Hafan Gwydir(Extra Care Housing) | **Job Evaluation Number:**  | JE0155 |
| **Responsible to:** | Community Support Manager | **Responsible For: (Staff)** | None |

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| **Job Purpose:** |
| To work as part of a team providing care and support to vulnerable adults enabling them to remain in their own homes for as long as possible.  |

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| **Duties and Responsibilities - Job Specific** |
|  | Work with Individuals and other team members to actively encourage and promote the ability of all Individuals to remain as independent as possible. |
|  | Provide practical and personal assistance, which encourages independence and is carried out in a sensitive respectful manner towards the Individuals user. |
|  | Work to the assessed needs of each individual as agreed in the service delivery plan. |
|  | Keep accurate relevant records, communicating any changes to the line manager. |
|  | Attend team meetings, supervision and training relevant to both personal and service development. |
|  | Ensure safety and security of the Individuals and the building, by ensuring awareness and confidence in the agreed emergency procedures. |
|  | Have a basic knowledge of Care Standards and the Code of Practice for Social Care Workers and to work to the stated guidelines. |

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| **Duties and Responsibilities – Corporate**  |
|  | To be responsible for establishing good working relationships both internally and externally. |
|  | Compliance with the Authority’s Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered. |
|  | To participate actively in supporting the Authority’s principles and practices of equality of opportunity as laid down within the Equalities Policy. |
|  | To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole. |
|  | Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes. |
|  | As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service. |
|  | Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales. |

###### **Review Date/Right to Vary**

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

**Signed by:** …………………………………………. **Date:** …………………………..

 **Employee’s Name and Signature**

**Approved by**

**Head of Service:** ………………………………….. **Date:** ……………………………..

# PERSON SPECIFICATION

**Post: Night Support Worker**

**Date: September 2021**

**Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.**

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| **Factor** | **Requirements** | **How Identified** | **Essential** | **Desirable** |
| **Knowledge & Skills** | An awareness of working with vulnerable adults and understand the importance of enabling and promoting independence. | AF/I | E |  |
| Understand the principles of basic food hygiene and how to control infection control. | AF/I | E |  |
| Ability to work on own initiative  | AF/I | E |  |
| Be capable of assisting Individuals with personal care needs, including those with manual handling needs. | AF/I | E |  |
| Have an awareness of own responsibilities with regard to health and safety. | AF/I | E |  |
| Have the ability to attain NVQ 2 in care.  | AF/I | E |  |
| To be able to complete accurate and legible records as required by the Department. | AF/I | E |  |
| An awareness of, and capable of working under POVA guidelines. | AF/I | E |  |
| The ability to communicate in English is essential. | AF/I | E |  |
| The ability to communicate in Welsh is desirable. | AF/I |  | D |
| **Supervision & Management** | N/A |  |  |  |
| **Creativity & Innovation** | Able to use own initiative to adapt work routines to needs and circumstances of individuals. | AF/I | E |  |
| **Contacts &** **Relationships** | Be able to communicate in a friendly, caring and respectful manner with a range of people, which include Individuals, out of hours, Doctors, emergency services, families, friends and advocates. | I | E |  |
| **Decisions / Recommendations** | Capable of making decisions regarding the wellbeing of individuals in consultation with that Individual. | I | E |  |
| **Resources** | Have the ability to work within operating safety guidelines with day to day use and safekeeping of plant and equipment. | I | E |  |
| **Physical Demands** | To work as part of a small night team and to deal with occasional disagreeable conditions | AF/I | E |  |
| The person is required to maintain a level of fitness, which will enable safe manual handling, in particular the moving of people, in line with standards set by the All Wales Manual Handling Passport Scheme. | I/V | E |  |

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)