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| **Job Title** | **Night Care Assistant** | **Post Number** | **SGC0524** | | |
| **Department** | CAH | **Division** | Vinney Green Secure Children’s Home | | |
| **Section/Team** | Night Care | **Reports to** | Unit Manager | | |
| **Career Family** | Caring Services | **Role Profile No.** | CAS12 | **Hay Grade** | 12 |
| **Context** | | | | | |
| About the role  Under the supervision of a Unit Manager and the day to day direction of a senior member of staff this is a care role ensuring that the young people in the Home are secure and safe at night offering physical, emotional and social care to the young people. Main duties include:   1. To monitor all young people at least every fifteen minutes to ensure they are safe and secure. 2. To monitor young people every five minutes where deemed necessary by a member of the management team. 3. To enter bedrooms to issue non-prescribed medication and personal hygiene materials as necessary and in accordance with guidelines. 4. To make regular rounds of the establishment to ensure the security of the premises. The rounds to be undertaken a minimum of once per hour. 5. To undertake social duties, including talking with young people and reassuring them to enable them to sleep at night. 6. To answer the buzzers from young people immediately and help or assist in any way, or summon the Sleeping-in Officer where appropriate. 7. To ensure all electrical equipment in the rooms is switched off at the appropriate time. 8. To wake the young people and supervise breakfast and room cleaning as required, and in conjunction with the Care Staff. 9. To maintain written records as necessary under the direction of the responsible manager. 10. To ensure that any suspicion of abuse against young people or safeguarding concern relating to young people is reported immediately to a manager. 11. To use restrictive physical intervention as appropriate. 12. To be aware of current legislation, Health & Safety at Work, electricity regulations, COSHH, Fire Procedures, security checks and building. 13. To escort young people as necessary to hospital in cases of emergencies at night. 14. To control entry and exit from the Home during night time hours. 15. To answer all telephone calls during night time hours. 16. To carry out other duties as required and commensurate with the grade of the post.   Physical Effort and Working Environment (other than in a normal office environment)  A Secure Children’s Home is a closed facility and movement is governed by the controlled unlocking of electronic doors. The environment can become tense and anxiety provoking given that young people are detained.  Young people can present physically threatening behaviour.  Surveillance cameras are in use in certain areas of the building.  Once on duty, there will be no opportunity to leave the building.  Vinney Green is a no smoking environment, and there is no provision to facilitate smoking.  Staff will be expected to adopt an appropriate and safe standard of dress (including jewellery). Staff’s personal belongings are required to be left in a provided locker on entry into the building.  NB: A Secure Unit Allowance is payable in recognition of the ‘closed’ nature of the facility.  The post holder will be required to participate in a two day Restrictive Physical Intervention techniques course. The post holder is required to work within the constraint of a highly secure setting which cares for some of the most troubled and troublesome young people in the country.  About the team  The nightcare team consists of 10 fte night care assistants working in two teams. Each team work on a 4 nights on, 4 nights off rota. A senior member of staff will sleep in on the premises each night and be available to assist night care staff if necessary.  About the wider section/function  Vinney Green Secure Children’s Home is a 24 bedded home which houses young people between the age of 10 and 18. All young people housed at the Home are subject to court orders either criminal or civil.  Problem solving and decision making examples  The post holder must have the ability to be flexible and adaptable; to respond to unpredictable and unexpected situations including young people self-harming and young people acting in a violent and aggressive manner. The post holder will need to use their initiative in the event of a crisis and decide whether to wake the senior sleeping in staff member. | | | | | |
| **Role Purpose** | | | | | |
| To provide personal caring services to service users normally within a supervised environment enabling users to maximise their independence and offering physical, emotional and social care. | | | | | |
| **Key Responsibilities** | | | | | |
| Support services user with personal care and as appropriate medication. | | | | | |
| Promote engagement in social activity and provide emotional support to customers and their families. | | | | | |
| Ensure that work meets the required standards, service users are provided with the help, information and support they need in order to maximise their independence. | | | | | |
| Alert managers to changes in service users’ health and mobility so that managers are well-informed. | | | | | |
| Record progress in care plans, logs, and reviews ensure that documents are completed accurately, on time and meet Council standards. | | | | | |
| To have responsibility for individual service user(s) as a key worker, being a point of contact for that user, attending reviews and preparing information and reports | | | | | |
| Take action to refer issues as necessary in accordance with Safeguarding Procedures in order to protect vulnerable people. | | | | | |
| **Contacts and Relationships** | | | | | |
| You will provide customers with personal support and care including advice and assistance.  You will alert managers with information relating to the health and wellbeing of service users.  You will build effective relationships with service users and other organisations.  You will engage with and encourage service users to achieve a best quality of life available for them.  Build trusting and supportive relationships with service users and families. | | | | | |
| **Work Planning, Procedures and Organisation** | | | | | |
| You will follow standardised work routines and set care plans, record and monitor changes in individuals’ conditions.  You will record your progress using standard forms. | | | | | |
| **Knowledge, Skills and Experience** | | | | | |
| 1. You may have training and experience of working in similar service areas. 2. You may hold a vocational care qualification e.g. NVQ2 or equivalent is desirable and a willingness to acquire this if not already held 3. You will be able and willing to undertake further training and qualifications as required. 4. You will show sensitivity and empathy in your work. 5. You will demonstrate the ability to learn relevant processes and procedures and use specialist equipment. 6. Able to demonstrate the Council’s values and behaviours. | | | | | |
| **Problem Solving** | | | | | |
| There are well defined, standard instructions in place to help you resolve problems and guide you in how you carry out your duties.  You draw upon your learnt experiences to enable you to resolve straight forward problems and the result may be easily checked to see if it is correct.  There is close supervision given to you by a person or a system. | | | | | |
| **Facts and Figures** | | | | | |
| Numbers of staff managed/supervised  None  Size of budget directly controlled or otherwise held by the job holder (please specify in what capacity) or which the job holder has influence over (please specify)  None  Number of enquiries/items processed  Night Care Assistants will be required to answer phone calls during the night time period and pass on information to the Senior sleeping in member of staff or staff arriving for duty at 7:30am where necessary. Night Care Assistants are also required to assist with queries and requests from the young people during the night time period.  Value of projects/contracts that the job holder manages/supervises or is involved with (state level of involvement)  None  Size, complexity and number of cases/number of clients allocated  There are 24 young people housed and educated at the Home and they all have a variety of professionals looking after them. Vinney Green employs approximately 120 staff. | | | | | |
| **Organisation Chart** | | | | | |
| Residential Care Officers  Night Care Assistants  Senior Residential Care Officers  Unit Managers  Head of Care and Health  Head of Secure and Emergency Services | | | | | |
| **Person Specification** | | | | | |
| Please ensure that each of the below match to a number in the knowledge skills and experience section above, and include the relevant number below.  Essential  NVQ Level 2 in a relevant subject area or a good standard of education.  Experience in general care, with any service group.  Demonstrate the ability to work as a member of a team.  Demonstrate effective communication skills.  Knowledge of skills in gathering and recording relevant information.  Demonstrate the ability to help clients cater for their personal needs in a sensitive and professional manner.  Experience of working in a multi-racial environment, or of working with people from other minority ethnic groups.  Desirable  Experience in care of young people.  Previous experience of dealing with young people who present challenging behaviour.  Previous experience of working in a secure and/or residential setting.  Level 3 Diploma for the Children and Young Peoples Workforce (or equivalent). If candidates do not already possess this qualification they must demonstrate their ability to achieve it, as it is mandatory and will be provided via in-house training, within an agreed timescale.  Evaluated 12 Oct 2004, updated 19 Jan 2022 | | | | | |