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| **Job Description** |
| **Post title** | Dedicated Waking Night Residential Worker |
| **JE Reference No** | N9287 |
| **Grade** | 7 |
| **Service** | Children and Young People’s Services |
| **Service Area** | Early Help Inc & Vnble Children, Secure Services |
| **Reporting to** | The postholder will report to the Dedicated Waking Night Care Supervisor |
| **Location** | Your normal place of work will be Aycliffe Secure Centre, but you may be required to work at any Council workplace within County Durham |
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| **DBS** | This post is subject to an Enhanced Disclosure |
| **Flexitime** | This post is not eligible for flexitime |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State |

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| **Description of role** |

To take responsibility for the care for young people overnight ensuring that their physical, emotional, safety and health needs are met promptly.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

**Key Responsibilities:**

* To liaise with other members of the team and ensure a thorough knowledge of the current emotional and physical condition of all young people resident in the house.
* To work closely with the member of staff floating to ensure that all these needs are met promptly.
* To alert the Duty Manager of any major concerns about a young person and seek assistance in the event of an incident.
* To liaise with other waking night staff throughout the Secure Unit.
* To be responsible for the overnight care of all young people resident in the house.

**Key Tasks:**

* To undertake administrative tasks and all forms of record keeping and report preparation as required by management.
* To be alert to signs of distress or abuse and to ensure that young people are monitored and to respond to immediate threats to ensure that they are protected in line with current risk assessments.
* To be sensitive to the needs of individual young people, to observe their behaviour and record significant features.
* To contribute to care planning, participating in reviews and other meetings as required and to assist in the implementation of training plans where required.
* To provide additional support and comfort to young people under stress.
* To control young people who need boundaries set around their behaviour.
* To provide for young people’s physical needs where necessary.
* To recognise and promote the rights of young people as recognised in legislative and practice guidance.
* To ensure you are fully conversant with the policies and procedures of Durham County Council and Aycliffe Secure Centre ensure they are implemented.
* To act as a member of a staff team supporting colleagues and receiving support as necessary.
* To act flexibly within reasonable bounds in order to ensure the necessary cover for a residential home.
* To inform colleagues of relevant development through verbal and written communications.
* To attend and participate in induction, supervision, appraisal and staff meetings and training programmes as required.
* To promote the development of a comfortable physical and emotional environment which is conducive to good child care practice.
* To assist in ensuring that the physical state of the building is maintained to a high standard and day to day repairs are reported promptly.
* To keep abreast of good practice in order to develop skills, knowledge and experience.
* To make use of regular professional supervision and consultancy.
* To report to a line manager or other appropriate person malpractices or evidence which may suggest it.
* To take personal responsibility for an up to date knowledge of policies and procedures in Secure Services with relation to good practice.

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| **Organisational responsibilities** |

**Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

**Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

**Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

**Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety Policy and procedures.

**Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

**Confidentiality**

To work in a way that does not divulge personal and/or confidential information during the course of their work and follow the council’s policies and procedures in relation to data protection and security of information.

**Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

**Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

**Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

**Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * 4 GCSEs (grade A – C) inc Maths and English or equivalent and/or NVQ Level 2 in Child Care.
 | * Relevant social work qualification, e.g. CQSW, CSS, Dip.SW or NVQ Level 3 in Child Care.
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| Experience | * Working within a team.
 | * Working with young people and their families in a residential setting.
* Working with groups.
* Experience of working unsociable hours.
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| Skills & Knowledge | * Good oral and written communication skills.
* Awareness and sensitivity towards issues of gender, race, culture and religion.
* Willing to contribute ideas for improvements.
* Appreciation of confidentiality, privacy and dignity.
* Good social and interpersonal skills – engaging and involving young people; relating well to others (young people and staff at all levels).
* Sensitivity and awareness of self-impact towards others.
* Ability to cope with stress and deal with emotional distress.
* Consistency in working with young people.
 | * Health and Safety requirements.
* Equal Opportunities.
* Children’s rights issues.
* Child Protection issues and procedures.
* Social Care services available to young people and their families.
* Understanding of care planning principles for young people, e.g. Looked After Children, Assessing Outcomes, Asset Documentation.
* Ability to plan, determine goals, establish plans of action and communicate them effectively.
* Ability to take initiative.
* Recognise signs of stress and abuse.
* Ability to instruct others in household duties.
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| Personal Qualities | * Responsible attitude.
* Calm.
* Self-confident.
* Co-operative.
* Emotionally resilient.
* Reliable.
* Adaptable and flexible.
* Sensitive.
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