

# Ruskin Mill Trust Limited

## Job Description

<b>Position:</b>	<b>Residential Waking Night Support Worker</b>
<b>Post Reference No:</b>	<b>RMT101217</b>
<b>Grade:</b>	<b>4 : 5 + Market Supplement</b>
<b>Responsible to:</b>	<b>Residential House Manager or Senior Residential Support Worker in their absence</b>
<b>Service Area:</b>	<b>Residential</b>
<b>Location:</b>	<b>Gloucestershire, West Midlands, South Yorkshire, Pembrokeshire</b>

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### Job Purpose

To promote and ensure the safety, care, well-being, and comfort of the students, during the night on weekdays and weekends.

The Residential Waking Night Support Worker may be required to work alongside Shared Lives Providers, on their own or co-working with another Residential Support Worker.

The Residential Waking Night Support Worker will work within the ethos of the household.

The post holder may be expected to travel between different sites, and to and from other places as Ruskin Mill Trust Limited may reasonably require.

### Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust Limited.

### Main Duties

1. To prepare for the work by familiarisation with background information, student risk assessments and duties to be undertaken.
2. To assist students with routines in morning and evening, and during the night. Support may be required with areas of personal care as necessary. This may include support with general personal care.
3. To comfort students who wake during the night, and help reduce any distress or anxiety that may prevent them from sleeping. This may include preparing drinks or light snacks.
4. When this has been achieved, to help students to return to their beds if necessary and ensure that they are settled.

5. In the event of a serious emergency to wake the sleeping night staff if available, or call the duty manager.
6. To implement the relevant elements from individuals students education planning cycle (EPC) and care plan, including personal hygiene and household responsibilities.
7. To supervise the household when on duty.
8. To maintain a welcoming, co-operative attitude to parent(s) and/or families of the students who make contact.
9. To complete accurate records of students night routines, to include regular night checks and information about periods during the night where support has been given to a student.
10. To complete additional paperwork to include feedback forms, occurrence reports, termly reports, residential risk assessments and personal plans as required.
11. To communicate relevant observations effectively to those working closely with the student. (Residential House Manager, Residential Manager, Student Journey Manager)
12. To administer medication as required by individual students in line with Ruskin Mill Trust Limited's medication policy.
13. To support students during holiday periods as necessary.
14. To be able to reflect on own working practice recognising the importance of providing a role model; making use of supervision, briefing and de-briefing sessions.
15. To deal with conflicts that may arise in the households, by encouraging open discussion, supporting the expression of feelings, and thereby promote the resolution of any disagreements.
16. To undertake the cleaning of all communal areas on a daily basis
17. To ensure laundry is cleaned and ironed as required by the household
18. To comply with Ruskin Mill Trust limited Manual Handling Policy and practice.
19. To attend meetings and supervision as required.

### **General**

1. To be responsible for the care and development for your working area.
2. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
3. To attend meetings and supervision as required.

4. To actively support and promote equality and diversity throughout.
5. To comply with all the customers policies and procedures.
6. To pursue personal work development and take full advantage of training provided.
7. To undertake work related professional development as required by the post.
8. To attend mandatory trainings provided by the customer as required.
9. To act in a positive and supportive manner at all times projecting a positive image of the customer and their associated organisations.
10. To carry out the above duties in accordance with the customers Health and Safety Policy.
11. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

#### **Staff Management and Supervision**

The Residential Waking Night Support Worker has no direct staff responsibility.

#### **Liaison**

To liaise with all staff employed by Ruskin Mill Trust Limited, professional bodies, external consultants, and any outside bodies as and when required.

#### **Job Revision**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.