

Transform Residential Limited

Job Description

Position:	Residential Waking Night Support Worker
Post Reference No:	TRL00020
Grade:	4 : 5
Responsible to:	Residential House Manager or Senior Residential Support Worker in their absence
Service Area:	Residential
Location:	Gloucestershire, West Midlands, South Yorkshire, Pembrokeshire

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 Transform Residential Limited may reasonably require.

Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Transform Residential 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 Transform Residential 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 Transform Residential 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 Transform Residential 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.

Person Specification / Training and Development Requirements

Position: Waking Nights Residential Support Worker

The following are the criteria that will be used for Shortlisting:

- Experience of working with young people who have developmental delay/ learning disabilities including ASD/ social and emotional behavioural difficulties and implementing strategies to support their welfare.
- Significant experience of working with young people with challenging behaviours
- Have working knowledge of health, hygiene and safety regulations.
- Ability to understanding of the holistic needs of the students and adapt strategies to ensure there are positive outcomes for the student
- High level of personal resilience
- Excellent communication skills and ability to communicate at all levels
- Strong IT and report writing skills.
- Commitment to the promotion of the Trust's vision, values, purpose and method.
- Commitment to promoting and safeguarding the welfare of students, children and vulnerable adults.
- Flexible approach to working shifts on a rota basis including weekday, evenings and weekends.
- Having a full driving licence and willingness to drive as part of the role is highly desirable.
- To be able to work flexibly (including split shifts) and creatively to meet the needs of the children and young people by working weekends, sleep ins, waking nights, bank holidays and residential holidays and providing cover as required (sometimes at very short notice) in the event of staff shortages in the home and day provision.

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Name	Timescales for completion	Length of programme
Introduction to Practical Skills Therapeutic Education	First 2 weeks of employment	2 weeks
Safeguarding training as required by relevant safeguarding board	From day 1	Dependant on role
MAPA Training (De-escalation and Restraint Training)	At the first training opportunity	2 days
Ruskin Mill Trust Holistic Support and Care Programme	First week	12 weeks
Administration of medication	First 6 months	1 day
Health and Social Care Level 3	Registered within 6 months and completed within 2 years	2 years
Pedagogical potential of craft		
Learning Support Level 2/3		
Award in Education level 3		