

Job Description SE5

Job Title:	Waking Night Support Worker
Salary:	£13.85 per hour
Responsible To:	Service Manager
Accountable To:	Operations Manager
Hours:	Average 35 hours per week, 4 day followed by 3 day weeks

1. Main Purpose of Post

Everystory service philosophy centres around rights, independence, choice, and inclusion and staff will at all times respect and reinforce this philosophy in their work practices.

Waking Night Workers are required to remain awake and vigilant throughout the night to support individuals with personal support needs as required.

As a Waking Night Support Worker, you will enable the people we support to lead fulfilling lives based upon their personal support needs.

You will be required to check on individuals as required stated in their support plans, and are expected to ensure people are supported to gain a good night's sleep, monitoring any concerns in relation to disturbed sleep patterns and follow relevant support plans designed to promote sleep and wellbeing. You will focus on ensuring the environment at night is safe and contributes to ensuring people are comfortable at night.

The support you give will include personal care as well as completing some household tasks and ironing and administrated tasks during the rest of the shift. This is an important role to make sure people feel safe at all times and not vulnerable during the night.

2. Main Duties and Responsibilities

We require waking night staff to support a five person service, with their night time routines and sleep patterns. The people have complex needs and this role will involve moving and handling.

3. Work within, and promote, the policies and procedures of Everystory services

To work in accordance with statutory requirements and Everystory service policies and procedures.

To work in a way that treats everyone equally and fairly.

Maintain confidentiality about people who use our services, staff and the Company as a whole.

5. Ensure that the rights of the people we support are always protected and respected.

Ensure that each individual is supported as far as possible to exercise their rights in the following areas: Privacy, choice, participation in decision making affecting their lives, expression of their own cultural identity, entitlement to service, feedback on the service they receive and the right to complain, protection of their property, maintaining links with family and friends.

7. Keep records and participate in administrative tasks.

Ensure that records are maintained whether in writing or digital format when receiving and updating of individual's night time records, support guidelines and person centred plan in conjunction with the Service Manager notification.

Assist and participate in the wide range of administrative tasks necessary for the smooth running of their home/service.

Follow all of the organisations financial, administrative and communication systems and keep them up to date in line with Policies and Procedures.

8. Be an active member of the staff team.

Liaise and coordinate with other team members to provide a cohesive, high quality service.

Participate in and contribute to team meetings.

Communicate openly, respectfully and honestly with other team members and the Service Manager.

Share with other team members and new team members previous experience, skills and knowledge, which may be relevant to the service.

Be supportive and respectful to the people we support, colleagues and visitors.

Help cover the work of your team and other teams within Everystory during absences or when a colleague needs support

To lone work when necessary.

9. Participate in the opportunities provided for training and development.

Participate in regular supervision to: receive support, increase knowledge, identify training needs, evaluate work performance, aid and assess professional development.

Participate in an annual appraisal co-ordinated by your line manager.

Attend staff development programmes, training courses, seminars and workshops as required.

10. Any other duties.

Undertake any duties consistent with the overall purpose of the post as directed by the Operations Manager or Service Manager.