**Job Description**

**Job Title:** Residential Waking Night Care Worker

**Reportable to:** Team Leaders, Deputy Manager &Registered Manager

**Accountable to:** Regional Director

**Purpose of Job:** To deliver high standards of care, protection and support to children and adults with learning disabilities and related complex needs by facilitating their physical, psychological, emotional and recreational development.

**Tasks/Duties & Responsibilities**

* To be responsible to the team, senior staff and the registered manager for the direct care of the children, adults and support of the staff team when on duty.
* To actively promote Swanton Care and Community’s philosophy of creating a family style home and maintain the home’s Statement of Purpose.

**Professional Practice**

1. Remain awake and alert at all times to ensure the safety and welfare of residents in residence throughout the night.
2. Be fully aware of the fire drill and emergency procedures including arrangements for ‘on call’ contacts
3. Undertake security checks of the premises throughout the night.
4. Assist residents with self-care independence skills including eating, drinking, washing, bathing, using the toilet or managing incontinence, dressing and undressing, mobility and transport, getting up and going to bed, and the administration of medication.
5. Participate in the assessment, development, implementation and review of placement/care plans for residents.
6. In partnership with the care team, participate in the promotion of the health, welfare, emotional and social development of residents.
7. In partnership with the care team promote the educational attainment of residents by contributing to the development of Individual Learning Plans and supporting the residents in working towards agreed educational targets in the residential units.
8. In partnership with the care team promote the communication skills of residents.
9. Participate in the assessment, development, implementation and review of programmes aimed at enabling residents to manage their challenging behaviour.
10. Ensure that residents’ care files are updated and accurate and maintained.
11. Work in partnership with the families and friends of residents to promote their health, welfare and development.
12. Work as a member of the staff team, co-operating fully and communicating openly and effectively with other team members.
13. Participate in the practical running of the residents’ accommodation, maintaining high standards of hygiene and cleanliness in all areas of the house, sharing in washing up and laundry as part of the residents’ independent living skills.
14. To undertake and ensure that the kitchens and common areas are cleaned and well maintained.
15. To undertake laundry including washing, drying and ironing.
16. Store and transmit information and maintain accurate records in accordance with organisational policy, and ensure that any information concerning the health, welfare and development of a resident is accurately communicated to colleagues and managers. Ensure log books are accurately updated and incident reports and paperwork are completed as required.
17. At the start of a shift, ensure that communication and log books are read and understood. Liaise with staff on duty at handover times so that information on the needs of residents is properly recorded and acted upon.
18. To take part in an induction process. Ensure that you are aware of the Business and legal policies and procedures, and work within them.
19. To be aware of and have an understanding of autism and the models on which the home’s practice is based and the theory that underpins the model.
20. To be familiar with and aware of safeguarding issues procedures and guidelines.
21. To be alert to the signs of distress and abuse, and to ensure that the children and adults are monitored and protected.
22. Agree consequences of actions with children and adults that will benefit the child or adult and create opportunities for changes in behaviour.
23. To contribute to the normal development of the children and adults through the provision of a healthy life style.
24. To be aware of the children’s and adults leisure and recreational needs and preferences within Business policies and guidelines.
25. To communicate all concerns to the Registered Manager with regards to the children and adults physical or emotional needs and be alert to signs of distress or abuse, and to ensure that children and adults are monitored and protected.
26. To listen to and talk to children and adults, and to observe their behaviour, and record significant features.
27. To attend group meetings with an awareness of how communication promotes emotional growth and development whether verbal or non-verbal.
28. To promote Swanton Care and Community’s philosophy of behaviour management through consistency, respect, warmth and empathy and above all compassion.
29. To ensure the rights and needs of children and adults are met as fully as possible whether spiritual, physical, intellectual cultural or social and to ensure that the children and adults primary needs are met when on shift.
30. To provide a caring and supportive environment for children and adults that respects and affirms their racial, cultural and religious identity and lifestyle.
31. To act as a member of the staff team and be aware of the importance of team work, supporting colleagues and receiving support as necessary.
32. To attend and participate in staff meetings, individual formal supervisions, handovers, staff debriefings, consultation sessions to ensure consistency and good practice.
33. To maintain Swanton Care and Community’s policies regarding Health and Safety, to always maintain client confidentiality having no communication with the media or other outside bodies without the written permission of the Regional Director.
34. To accompany the children and adults on their annual holiday.
35. To attend compulsory training and induction and identify your own specific training needs.

**Other responsibilities**

* To be involved in the promotion of good domestic and material standards throughout the home.
* To undertake any other tasks requested by the registered manager or senior management.

**Personal:**

* To take responsibility for own professional development.
* Keep abreast of good practice, Business policy and procedures in order to develop skills, knowledge and experience and to undertake all mandatory training.
* To make use of regular professional supervision.
* To undertake and feedback on relevant training courses

**Hours and Annual Leave**

* A flexible 24-hour rota system is worked including evenings and weekends.
* Holiday entitlement: 28 days holiday per year including statutory Bank Holidays.

**Place of Work**

* Residential Waking Night Care Workers place of work will depend upon their specific Home, however they may be expected to help out in one of the other Business residential homes.

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| **Probation Period**  This position is subject to successful completion of six months’ probation period. The Registered Manager may terminate or reverse the appointment as a result of poor performance/incompetence or any such practice not befitting a Residential Care Worker.  This is a description of the job as it is at present constituted. It is the practice of the Business to periodically examine employees’ job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. It is the Business’s aim to reach an agreement on reasonable changes, but if agreement is not possible the Business reserves the right to insist on changes to your job description after consultation with you.  **Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |