



**ARDCOMM**

The Heart of the Community

## **Residential Night Assistants**

**Accountable to: Residential manager**

**Responsible for: Children**

**Hours of Work: 30 hour and 20 hour contracts available.**

**Salary: £12.28 per hour**

Night Assistant for a new children's rights based residential with a capacity of three children.

### **Purpose of the role:**

A Night Assistant is responsible for supporting young people by providing physical and emotional care during a waking night shift. This involves working as part of a team to maintain a stable, happy and caring environment that puts the health, safety and welfare of young people first. Basic but vital parts of this include regular and punctual attendance at work, the need to act professionally and to be a good role model for young people and other staff.

### **Duties and responsibilities:**

- 1) To remain vigilant and do everything possible to protect young people and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.
- 2) To attend for work reliably and punctually.
- 3) To encourage regular sleep patterns and support evening and night activities in accordance with a young person's care plan.
- 4) To build and promote good relationships and communication with young people and staff.
- 5) To maintain a safe, clean and enjoyable environment.



**6) To learn about young people's individual special needs and help meet those needs in the most appropriate way; to assist in the person centred planning process and promote a young person's choice.**

**7) To ensure medical needs are met at all times.**

**8) To take an active part in training, to provide the necessary skills, Knowledge and qualifications required to effectively fulfil the role.**

**9) To work in a person centred manner ensuring young people are as independent as possible when promoting personal health care and physical, emotional and financial wellbeing.**

**10) To complete any tasks or checks set for them during their shift, this may include cleaning the home or laundry etc.**

**11) Participate in staff meetings, consultations, group discussions and formal supervision as required.**

**12) Commitment to flexible working hours.**

**13) To participate in and contribute to staff training programmes when appropriate.**

**14) To participate where appropriate in independence training and after care programmes for young person's leaving care.**

**15) To attend meetings, check communication books, notice boards, diaries and pigeon-holes daily to actively seek relevant communications.**

**16) To participate in developing preventative family work programmes as required.**

**17) To be aware of and implement legislative and statutory requirements; eg the requirements of the Health and Safety at Work Order (NI) 1979 as it pertains to this post, and comply with the Trust's Safety Policies.**

**This job description is not intended to be a complete list of duties and responsibilities, but indicates some of the main areas attached to the post of Residential Night Assistant.**

**This job description may be amended from time to time, to take account of changing trends in social care relevant legislation, together with Employment Law.**

**If there is any part of the above job description which the post holder is unsure of, they must discuss this with their Line Manager at the earliest opportunity.**



# Person Specification

1. You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.

2. Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined below at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.

3. Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>Minimum level 3 Qualification in any of the below areas: Social Work, Youth &amp; Community Work, Occupational Therapy, Teaching, Nursing, Childcare &amp; Health &amp; Social Care.</li> <li>Hold a current driving license valid for use in the UK and have access to a car on appointment. (where disability prohibits driving, this criterion will be waived if the applicant is able to organise suitable alternative arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and skills around therapeutic models, as well as knowledge on TCI and the skills/qualities required to deliver these supports effectively.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form – shortlisting.</li> <li>Application Form/Interview</li> </ul>
<b>Knowledge, Skills and Abilities.</b>	<ul style="list-style-type: none"> <li>1 years' experience of working with children / young people in a similar setting.</li> <li>Ability to communicate effectively.</li> <li>Ability to maintain accurate documentation.</li> <li>Ability to work in partnership with staff within and outside the programme of care.</li> <li>Effective planning and organisational skills with an ability to prioritise workload.</li> <li>Knowledge of statutory responsibilities to children looked after.</li> </ul>	<ul style="list-style-type: none"> <li>1-3 years' experience of working with children / young people who have experienced significant trauma and a compassionate understanding of the associated behaviours.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Application Form / Interview / Assessment</li> <li>Application Form / Interview / Assessment</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Ability to demonstrate reasoning, numeracy, literacy and technology skills to required standard.</li> <li>Ability to work as a team, working closely with colleagues and other agencies.</li> <li>Ability to solve problems.</li> <li>Able to work within the principles of the Children's Act.</li> <li>Demonstrate a sound working knowledge of Child Protection Issues and Procedures.</li> <li>Excellent communication skills – both verbally and written.</li> <li>Ability to produce reports and daily logs to an appropriate professional standard.</li> <li>Working knowledge of the children's Order 1995.</li> <li>Ability to work on own initiative and make decisions in a responsible and accountable manner.</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Good organisation skills</li> <li>Ability to motivate and influence others</li> <li>Good interpersonal skills</li> <li>Capacity for Independent Travel</li> <li>Approachable.</li> <li>Honest and reliable.</li> <li>Accountability; to be responsible for the work undertaken.</li> <li>Motivated to undertake and promote daily activities with children.</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>

**NOTE:** Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates and one photocopy of same issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful, you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, Payslip, National Insurance Card or a Birth Certificate confirming birth in the United Kingdom or the Republic of Ireland. Failure to produce evidence will result in a non-appointment.

Where a post involves working in regulated activity with vulnerable groups, post holders will be required to register with the Independent Safeguarding Authority.