

=Human Resource Quality Manual 3	Issue Date: 17 <sup>th</sup> November 2011
Doc Code TCF/HR/F020	Issue 1



## JOB DESCRIPTION

<b>Title of Post:</b> <b>Night Support Workers (Part-Time)</b> - Residential Services	<b>Location:</b> Residential Services Twisel Lodge, Holywood
<b>Accountable to:</b> The Registered Manager	
<b>Purpose of the Job:</b> The Night Support Worker is part of the staff team, providing services for adults who have learning disabilities and complex needs within the registered residential home.	
<b>Salary/Hourly Rate:</b> £7.65 per hour	<b>Hours of Work:</b> 20 hours per week including weekends
<b>Closing Date:</b> Wednesday 12 <sup>th</sup> April 2017 at 4.00 pm	<b>Length of Contract:</b> Permanent
<b>Estimated Interview Date:</b> Wednesday 19 <sup>th</sup> April 2017	

### Key Duties & Responsibilities:

#### 1. Service Users

- Help to create a homely atmosphere.
- Provide services in a person centred way following the individuals' care plans.
- Provide personal care to service users e.g. bathing, washing, using the toilet, and dressing etc.
- Reporting to a senior member of staff any adverse incidents, e.g. falls, accidents, complaints etc.
- Be available to listen and talk to service users.
- Accompany service users to locations outside the home e.g. attending appointments and recreational activities etc.

#### 2. Quality

- Work within Cedar Foundation Quality Management System (QMS) ISO 9001:2008 Guidance and procedures
- Ensure that policy and procedures within the home are adhered to, particularly with respect to:
  - a) Handling and security of money
  - b) Reporting of adverse incidents, compliments and complaints
  - c) Fire prevention
  - d) Health and safety

- e) Vulnerable adults
- f) C.O.S.H.H.

### 3. Learning and Development

- Participate in supervision.
- Participate in all mandatory training.
- Attend and contribute to staff meetings.

### 4. General

- Work within the rota system in order to meet the needs of the service users, the service and statutory regulations.
- Contributing to maintenance of all records required by The Cedar Foundation and as outlined in statutory regulations.
- Undertake general cleaning duties as required.
- Food preparation as required.

### Person Specification:

**ESSENTIAL CRITERIA** – all applicants **MUST** be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

### The following are essential criteria which will be measured at short listing stage:

Criteria	Essential	Desirable	Evidenced By:
<b>Education/Training/Qualifications</b>	Numeracy & literacy (English language) skills.	NVQ level II in Health and Social Care or equivalent  Maths and English GCSE at Grade C or above (or equivalent).	Application form
<b>Experience</b>		Demonstrable evidence of 6 months experience of providing physical care / support for individuals within the last 2 years.	Application from
<b>Circumstances</b>	Available to work shifts as required.  References		Application from

**The following are essential criteria which will be measured at interview stage:**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced By:</b>
<b>Experience</b>	<p>Effective verbal and written communication skills.</p> <p>Registered or willing to apply for registration with the N. Ireland Social Care Council. Once offer of employment has been made, applicants must register with NISCC.</p>	<p>Experience of working as part of a team.</p> <p>6 months experience of paid employment in a care and/ or housing support role or</p> <p>Ability to demonstrate equivalent experience in informal or voluntary support / care work.</p> <p>Knowledge of RQIA (Regulation &amp; Quality Improvement Authority)</p>	Interview
<b>Specialist Knowledge &amp; Skills</b>	<p>Willingness to undertake mandatory training.</p> <p>Willingness to partake in personal development.</p> <p>Ability to use initiative</p> <p>Effective communication skills to meet the needs of the post in full</p> <p>Caring &amp; reliable</p>	<p>Knowledge of Learning Disability and associated conditions.</p>	Interview
<b>Other Requirements post job offer</b>	<p>Valid work permit</p> <p>Access NI check</p> <p>Able to fulfil the Occupational Health requirements for the post</p> <p>Job References</p>		<p>Work permit</p> <p>Valid documentation</p> <p>Occupational Health questionnaire</p> <p>2 satisfactory references</p>

**Benefits**

- Starting on 20 days annual leave pro rata plus Cedar recognizes 8 statutory days
- Organisation Pension available on completion of probationary period with Standard Life Group (Cedar contribution 4%, employee 4%)
- Occupational sick Pay Scheme

- Investor in People Champion with commitment to development of the staff team through training and learning opportunities
- Staff recognition & reward incentives aligned to high standards of performance

**This Job Description is a general outline of the post as it is currently perceived by Cedar Foundation. It is not intended to be restrictive or definitive.**

**Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation's strategic plan.**

**The responsibilities of the post may change in line with continuous improvements as Cedar aims to meet its vision and best respond to the needs of disabled people accessing our services.**

**THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER**