**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

|  |  |
| --- | --- |
| Job Title: | Waking Night Residential Support Worker - Children’s Homes |
| Salary: | £32, 076 – 34,834 |
| Grade: | Grade 9 (SCP 23 - 26)  |
| Hours: | *37 hours / week* |
| Team: | Residential and Edge of Care (REoC) |
| Service Area: | County wide |
| Primary Location: | *Across county**Main base will be the Small Children’s Home.**Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process.* |
| Budget responsibility: | NA |
| Responsible to: | Registered Manager, Small homes, REoC |
| Responsible for: | NA |
| Political Restricted Post: | N/A |

## Job Purpose

|  |
| --- |
| The Residential and Edge of Care Service works with the most vulnerable children and families, including those on the edge of care, within the care system and preparing for independence. The strategic aim of this service is to deliver integrated and individualised interventions to promote best outcomes for children and their families.Oxfordshire’s Small Children’s Homes provide short-term accommodation with intensive support packages for up to 2 young people aged 12 – 17.**The role of the Waking Night Residential Support Worker is to be part of a team who:*** Provide direct care overnight, to children and young people who are living in our children’s homes.
* Assist in positively and proactively promoting a trauma informed caring environment through high standards of professional practice, ensuring young person’s personal care, social and emotional needs are met in line with support/placement plans and risk assessments.
* Safeguard and promote the welfare of young people assess and report areas of concern through the implementation of child protection procedures.
 |

## Job Responsibilities

|  |
| --- |
| * To support and supervise young people who are not asleep at the start of your shift and routinely check on young people at regular intervals throughout the night.
* To promptly respond and attend to the needs of any young people who may wake, experience distress, be unable to sleep or those who may need to be woken for personal care (toileting),

or medical reasons.* To ensure all young people’s health and emotional wellbeing needs are met through the administration of medication, the implementation of dietary and nutritional requirements in line with their individual health care plans and risk assessments.
* Administering first aid where appropriate.
* To promote the development of young people’s communication, cultural and religious identity.
* To support and enable young people to achieve their full potential. Contribute and support the implementations of strategies to empower young people to manage behaviours that may challenge and be able to manage dysregulation by establishing clear boundaries in a positive and consistent manner.
* To support young people through change, including admission, transition and discharge including the leaving care process.
* To carry out a series of regular security and Health & Safety checks of the house throughout the night and record relevant outcomes and any significant occurrences, faults/hazards on relevant documentation.
* To maintain the necessary record keeping and administrative systems within the home to the expected standards through written, verbal and electronic communications, ensuring the young people’s needs are effectively monitored, recorded and reported by the completion of accurate, timely and factual daily records and night reports.
* To follow internal communication processes which enable you to keep up to date with any changes to the service and care provided to the young people.
* To undertake a variety of domestic work and maintain high levels of housekeeping.
* To attend internal and external training and meetings during the day, as may be deemed necessary to meet the duties and responsibilities of the post to improve knowledge and competency.
* To accompany young people on trips and holidays away where available and appropriate.
* To undertake lone working with young people as required through their profile and support/placement plan and supported risk assessments.
* To have a flexible approach across both homes
* OCC is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. While this job description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post.

**Additional working requirements*** Flexibility e.g. shifts work including evenings, early mornings, weekends and Bank Holidays. Shifts do not always end at the time stated on the rota as unforeseen situations do arise at times.
* Staff may be required to cover staff sickness, annual leave etc. at short notice period.
 |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

|  |  |
| --- | --- |
| Essential Criteria | Assessed By: |
| A willingness and ability to demonstrate a commitment to undertake NVQ level 3 in Child Care/Level 3 Diploma for Residential Childcare or a qualification which is equivalent to a level 3 Diploma  | A, I, D |
| Knowledge of the principles of good practice in residential children’s homes. | A,I,D |
| Experience of working with children and young people  | A,I,D |
| Good communication skills (including verbal, written) | A,I,D |
| Ability to actively engage in own development  |  |
| Commitment to delivery of services in line with homes Statement of Purpose |  |
| **Desirable Criteria** | **Assessed By:** |
| NVQ level 3 in Child Care/ Level 3 Diploma for Residential Childcare or a qualification which is equivalent to a level 3 Diploma |  |
| Registered and subscribed to DBS update system  |  |
| Experience of working in a residential children’s home setting with children and young people  |  |
| Experience of working as a member of a waking night staff team for children and young people  |  |
| Experience of administering medication |  |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

|  |  |  |  |
| --- | --- | --- | --- |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

|  |  |
| --- | --- |
| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

|  |  |  |  |
| --- | --- | --- | --- |
| [x]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [x]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [x]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [x]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [x]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [x]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |

|  |  |
| --- | --- |
| [ ]  | Other (please specify):  |

June 2023