# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Waking Night Support Worker

# Department: Adult Social Care and Health

# Grade: [East Sussex Single Status Grade 5](https://www.eastsussex.gov.uk/jobs/benefits/east-sussex-single-status)

# Responsible to: Senior Support Worker/Team Leader

# Responsible for:

# Purpose of the Role:

Supported Living Services;

To encourage and enable people with learning disabilities to have control over all aspects of daily life in their home environment and to provide practical support to people as required; this may include personal care, teaching people new skills, motivating and enabling people.

Respite Services;

To provide a safe and caring environment for adults with learning disabilities within the respite and residential services.

# Key tasks:

1. Assist senior staff and other professionals to identify and support the individual needs of people using the service.
2. Support people to manage their personal care and health needs; including medication.
3. Observe, record and contribute to the maintenance of support plans and client records.
4. Produce reports to enable senior staff to review service performance and undertake checks and maintain records in relation to Health & Safety.
5. Attend and participate in staff meetings/training sessions/supervisions.
6. Undertake any other duties as may reasonably fall within the purview of the post in order to provide maximum flexibility in meeting people’s needs.

# PERSON SPECIFICATION

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Ability to lone work and also as part of a team.
* Able to identify the level of support needed by an individual.
* Skills in providing support respectfully and sensitively.
* Ability and willingness to undertake a full range of tasks as required.
* Able to convey information clearly and produce appropriate written communication and records.
* Ability and willingness to carry out a range of manual handling tasks using equipment/adaptations safely.
* Ability to converse at ease with clients, colleagues, stakeholders and other professionals.
* Knowledge and skills in empowering and positively involving clients.
* Knowledge of issues involved in recording and confidentiality.
* Knowledge of the care and control of medication.
* Knowledge of local facilities and opportunities and the ability to initiate and build links with resources that could present new opportunities for clients.
* Previous experience of working with people in a caring role.
* Ability to reflect on and critically evaluate own performance and learn from experiences.
* Ability to work in a flexible manner and to use initiative.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Care Certificate
* NVQ at level 2 or QCF Leve 3 or above in relevant subject.
* First Aid Certificate.
* Basic Food Safety Certificate.
* Knowledge of person centred planning processes.
* Previous experience of supporting people with learning disabilities/ additional needs (including physical disability, challenging needs, sensory impairment).

**Document version control:**

Date created/amended: January 2023

Name of person created/amended document:

Job Evaluation Reference: 12058

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | Yes |
| Lone Working | Yes |
| Working at height | No |
| Shift / night work | Yes |
| Working with hazardous substances | Yes |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | Yes |
| Exposure to blood /body fluids | Yes |