

**WHERE
CAREERS
THRIVE**

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

Senior Night Care & Support Assistant

People Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



**West
Northamptonshire
Council**

Purpose and impact:

To be responsible for the safety and care of customers in residential care during night hours, and to update care plans as appropriate.

To supervise night staff, and ensure that a safe environment is maintained for both customers and staff during night hours.

Accountable to:

This role is accountable to the Care Supervisor/Team Leader.

Responsibilities:

1. To be responsible for running the unit at night and to attend to customers' individual and personal care needs in accordance with individual care plans, to ensure the safety and care of customers in residential care during night hours.
2. To supervise the Night Care & Support Assistants, prioritising and allocating their work as appropriate to ensure that customers individual care needs are met. Provide practical support and assistance to customers, families and colleagues and deal with issues referred by other team members or external partners/agencies in order to provide a high quality residential care service.
3. To be the responsible person for the security of the building and of customers, undertaking regular checks of customers, the security and safety systems within the unit to ensure the safety of customers and staff throughout the night.
4. To act as the appointed person for dealing with emergency situations, including assessing the situation, liaising with emergency services and notifying family members where appropriate to ensure the health and safety of customers and staff.
5. To check and administer medication to customers in accordance with unit policies and procedures to ensure the health and safety of customers.
6. To update individual care plans, recording all activities and dealing with or referring any issues of concern that may arise, providing a shift report after each shift has finished to ensure that customers receive support and care appropriate to their needs.
7. To supervise and undertake a range of domestic duties, such as cleaning, laundry and basic food preparation as required, in order to ensure the smooth running and cleanliness of the unit.
8. To monitor supplies and report on stock levels to the manager on duty to ensure there are sufficient supplies to deliver services.
9. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, for example infection control, and to comply with the policies and procedures relating to Health and Safety within WNC.
10. Carry out any other duties which fall within the broad scope and purpose of this job description and which are commensurate with the grade of the post.

11. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
13. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Ability to display empathy, kindness, respect and compassion, and to build relationships with those we support and those around them. Positively represent WNC to customers and their families.	Essential	A, I
Ability to manoeuvre customers as required, using differing levels of physical effort	Essential	A, I
Excellent verbal communication skills, even tempered and patient with customers	Essential	A, I
Ability to maintain straightforward, clear, concise and accurate records	Essential	A, I
Ability to work on own initiative and prioritise own and others work, work under pressure whilst being adaptable and flexible	Essential	A, I
Ability to supervise staff, work in a team environment and develop a team	Essential	A, I
Awareness of sensitivity and discretion in all verbal and written information (GDPR, Data Protection)	Essential	A, I
Respect for people's different backgrounds and an understanding that this may affect how care and support is best provided.	Essential	A, I
Ability to work flexible hours e.g. evenings, weekends, bank holidays to meet the needs of the service and its customers	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Knowledge of basic Health, Safety and Hygiene standards and first aid	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Relevant experience of working in a care environment	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
NVQ/QCF Level 2 in Health and Social Care or equivalent qualification	Essential	A, I, D
Willingness to work towards NVQ Level 3 in Health and Social Care	Desirable	A, I
Undertaken manual handling training or experience of manual handling	Essential	A, I, D

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.

Additional pre-employment checks specific to this role include: Enhanced Disclosure and Barring Service check

Day-to-day in the role:

Hours:		Primary work base:	
Job family band:	Care and Welfare Band 03	Worker type:	Fixed
Salary range:		Budget responsibility:	None
People management responsibility:	None		

Working conditions & how we work:

Regular manual handling, 10 hour shifts at night with the flexibility to support with weekends. The night shift requires the person to remain in the building for the duration of the shift. The role requires the individual to lead a shift and a number of staff.

The role is located in a fixed place of work.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

