



Job Description

Job Title: Night Care Supervisor

POSCODE: HAY0688

Grade: E

Overall Purpose of Role

To provide a Night Care Service to ensure the safety and welfare of young people staying in the home and the security of the premises

Main Accountabilities

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1	Participate in hand over sessions with day staff to ensure that the anticipated or likely behaviour of clients Care Plans can be handled correctly.
2	Check the premises to ensure security.
3	Refer urgent telephone calls/incidents requiring immediate attention to the member of staff who is on sleeping-in duty in the home, so that appropriate corrective action can be taken.
4	Maintain case records and log routine telephone calls and incidents so that day staff are in possession of full information when undertaking their duties.
5	Undertake domestic duties (eg laundry, food preparation) to assist with the routine operation of the Unit where assessed as practical by Unit Manager.
6	Pursue appropriate staff development training programmes, which enable the post holder to undertake their duties in a professional manner, and in accordance with Unit/Departmental Policies, this includes attendance at staff meetings.
7	Undertake admission arrangements in accordance with departmental policies to cope with emergency situations.
8	Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

9	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
10	To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety with the Trust.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*
We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Essential	Desirable
	This post requires satisfactory clearance of a criminal records bureau disclosure	Education to GCSE or equivalent. Has relevant professional or in service training – NVQ Level 3.

Minimum levels of knowledge, skills and experience required for this post

Identify	Essential	Desirable
Knowledge & Experience	Life experience (voluntary, personal, or work experience) with client group.	Previous experience or work in a similar environment. Previous experience of night work. Previous experience of working with other people's children
Ability and skills	Able to take responsibility for the security of the building at night. Basic problem-solving skills. Interpersonal and communication skills sufficient to work effectively with clients, colleagues and customers, to include accurate recording and message taking. Good written/verbal reasoning. Mobility sufficient to undertake tasks and work with client groups including security aspect.	Demonstrate that they will be able to calm people who may be distressed at night. Counselling skills. Ability to drive. Able to work in different centres and settings. Able to liaise effectively at Planning Meetings with family, Social Workers and other agencies.

	The ability to travel effectively to different locations. Able to prioritise own work and others. Able to motivate self and others. Able to anticipate difficult situations and refer to senior staff as appropriate. Receptive to direction and to work within agreed routines and practice guides. Recognise the importance of and maintain confidentiality. Able to work effectively in a team and on own initiative where appropriate. Reliable and able to work shift patterns and unsocial hours on a rota basis. Commitment and enthusiasm for role and self-development through supervision and training. Able to work to deadlines. Able to work under pressure. Able to deal positively with conflict. Able to set and maintain fair and reasonable boundaries within the established framework. Adaptable and flexible sufficient to establish and work within group norms and values. Confident, assertive, and mature enough to make own decisions where appropriate and have credibility with client groups. Willing to undertake domestic duties and maintain good levels of hygiene.	Tactful Positive attitude to difficult children. Demonstrate caring and stable influence. Advocacy skills.
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Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Safeguarding <i>(include for roles working with children/vulnerable adults)</i>	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

Disclosure level	
What DBS Level is required for this post?	
None	☐
Standard	☐
Enhanced Child Only	☐
Enhanced Child/Adult Bar	☒

Working Arrangements	
What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	☒
Flexible	☐
Field	☐
Home	☐