

Job Description and Person Specification

Role: Night Care Officer



Job Description

Job Title	Night Care Officer
Grade	4
Service	Children's Services
Reports to	Team leader / Deputy Manager / Registered Manager
Location	Coventry City Council – citywide Children's Homes
Job Evaluation Code	L3636D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

To support a culture and ethos within the home where management and staff understand the importance of relationship-based practice in order to improve outcomes for children.

- To provide good quality care primarily through nighttime hours to young people, male and female aged 10-18 with a range of needs and behaviours that may include emotional and behavioural difficulties and/or a learning/physical disability, within a residential care setting.
- The Waking Night Residential Children's Worker will work as a member of a staff team accountable to the Home's Manager and will undertake a range of duties associated with the provision of care and support to young people and their families.
- A level of flexibility will be necessary to provide a comprehensive and responsive service that is sensitive to the individual needs of children, young people, their families or carers; this will require the provision of a wide range of experiences on an individual or group basis, including social, cultural and recreational activities, advice, and guidance or counselling where appropriate.
- The ethos of the service is child / young person centered and is based upon a commitment to achieve working partnerships with them and their families or carers and to work in close collaboration with colleagues from other settings and agencies. The service will aim to support parents / carers and professionals in their collaborative working, encourage children and young people to develop a mature understanding of their situation and to learn to exercise personal responsibility and choice in their lives. The home is required to provide a safe environment for young people who are in need of protection or who have a range of needs and / or behaviours.
- Post holder will work unsociable hours, which includes remaining awake and alert throughout the duration of the shift and possess the ability to work on their own when necessary.

Main Duties & Key Accountabilities

Core Knowledge

- Working alongside other staff members to contribute to the protection of children from significant harm and ensure that all matters regarding the care and management of young people are reported in line with Residential's policies and procedures.
- Ensuring the security of the home during night hours and that any health and safety procedures are activated, when necessary, e.g., fire evacuation.
- Contribute to the development, provision, and review of care planning, which meet individual needs and circumstances.
- Contributing to the provision of an environment which reflects positively the diverse racial and cultural nature of society and provides assessment of need on a day to day and on-going basis.
- The post holder will provide education, guidance and care to young people and support their emotional wellbeing.
- Active familiarisation of policy and procedural requirements relevant to the performance of their duties and complying with legislation,

policies, and procedures in relation to childcare and the Children’s Home Regulations [2015].

- Maintaining regulatory and other records as required by the Home's Manager.
- Contributing towards the upkeep of the physical environment to ensure it is maintained in a safe and satisfactory condition.
- A responsibility to ensure that adequate planning and preparation to complete tasks identified is in place for each shift.
- To undertake and attain completion of a comprehensive induction within the first 6 months of employment and to actively engage in other relevant training and qualifications if identified as are pertinent to the post e.g., Administration of Medication, Team Teach and Safeguarding.
- The Diploma in Residential Childcare will need to be completed within 2 years of commencing work at the home. This is in line with the Children’s Homes Regulations [2015]. Failure to gain the qualification within the timescale of 2 years would lead to the inability to maintain the role and / or employment. Some daytime working will be required to enable completion of the award.
- To maintain confidentiality and observe data protection guidelines as per directorate policy and procedure.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

<p>External Health, Education, Police GP practices, Probation, Ofsted Independent Visitor Public – children’s families, friends, local community</p>	<p>Internal Registered Managers, Deputy Managers Senior Childcare Workers All service areas in Childrens Services, Social Workers Human Resources, LADO</p>
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council’s Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: None

Person specification

Job Evaluation Code	12182 / 12183
Knowledge	
An understanding of the needs of young people who come into care of the local authority.	
An understanding of what is required in providing good quality residential care to children and young people.	
Understanding of appropriate legislation, e.g., the Children's Act, Leaving Care Act, Children's Home Regulations [2015] and Safeguarding Procedures.	
Knowledge of supporting children and young people with a range of additional needs and / or behaviours.	
Skills and Abilities	
Able to work as part of a team and demonstrate an understanding of what is needed to achieve this with the ability to work on own initiative on occasions but understand when support / advice of someone in a more senior position is necessary.	
The ability to communicate with children and young people, in particular the ability to manage and respond appropriately to a range of needs and / or behaviours.	
To work unsupervised through nighttime hours.	
Demonstrate an ability to engage with young people and work through challenging situations. To be able to understand the importance of building nurturing and positive relationships with children and young people.	
Able to ensure that any intervention with a child or young person is reasonable, proportionate, and necessary and is used in regard to their individual care plan. To be able to review and assess the care plan to accurately record a variety of information from a range of sources.	
Able to demonstrate IT competency and the ability to use systems such as Microsoft Office and LCS [Protocol].	
Experience	
Experience of working with older children / teenagers and their families or carers.	
Some experience of working with children and / or young people who may present with a range of needs and / or behaviours.	
Qualifications	
Hold or undertake training to include:	
<ul style="list-style-type: none"> - the Residential Induction - the Diploma in Residential Childcare or equivalent and complete the qualification within 2 years from the point of employment. 	

Special Requirements

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created	2018	Date Reviewed	October 2023
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