



Coventry City Council

## Job Description

<b>Job Title:</b>	Night Support Assistant	<b>Job Number:</b>	
<b>Service:</b>	Adult, Social Care / Housing with Care	<b>Grade:</b>	Grade 4 33% Night Rate
<b>Location:</b>	City Wide		

### 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.

### Job Purpose:

1. To work alone within any of the HwC schemes but under the guidance of the Senior Mobile Night Support Assistant
2. To assist tenants in maintaining their independence and achieving their desired outcomes and contributing to the prevention of unnecessary admission to hospital or entry to residential and nursing homes.
3. To work in an effective and efficient manner to make best use of resources and to meet tenant need.
4. To participate and work with the HwC management to improve service delivery.
5. To operate in accordance with the Care Quality Commission regulations and standards.
6. To be decisive and pro-active in your actions.
7. To monitor and review Health& Safety and security to prevent and minimise risk.

### Main Duties and Responsibilities:

1. To participate in meetings and contribute towards the implementation of the aims and objectives of the service and the agreed operation plan and performance targets.
2. To promote the independence of tenants with the use of Assistive Technology and activities that increase and maintains independence to achieve the tenant's outcomes identified within each care and support plan.
3. To ensure that tenant's rights are upheld at all times to maximise the choices available by actively involving tenants in the decision-making process about all aspects of the services that they receive.

4. To ensure that high quality practice and services are provided at all times and that all complaints/comments are properly responded to following Departmental policies and procedures.
  5. To contribute to and promote effective communication using tools and techniques that ensures consistency and continuity between the various shift patterns through the day and at night.
  6. Ensure that all Health and Safety Regulations are adhered to, including the carrying out of Risk Assessments, so that a safe and secure environment is provided.
  7. Ensure that corporate, departmental and local policies and procedures are adhered to at all times.
  8. Work closely and collaboratively with housing providers and other agencies such as Primary and Acute Health Care Services to continually improve the health and quality of life of service users to enhance partnership working within the local community.
  9. To work in partnership with the carers, relatives, friends and volunteer agencies to deliver the outcomes identified within individual care and support plans.
  10. To undertake training and acquire appropriate qualifications, as required by relevant registering bodies and the City Council to enhance and improve personal development.
  11. To provide personal care and support to tenants throughout the night in accordance with their needs and agreed care and support plans, in a dignified and respectful manner both in life and in death.
  12. Participate in the supervision, training and development to enhance and improve personal development.
  13. Participate in providing reports on individuals or groups of service users.
  14. Be in attendance and offer assistance to GPs, other professionals and relatives when required
  15. Any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

**Responsible for:**

**Responsible to:**

**Date Reviewed:**

**Updated:** February 2022



Coventry City Council

## Person Specification

<b>Job Title:</b>	Night Support Assistant	<b>Job Number:</b>	
<b>Service:</b>	Adult, Social Care / Housing with Care	<b>Grade:</b>	Grade 4 33% Night Rate
<b>Location:</b>	City Wide		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>An insight into the needs of older people, e.g. physical, social and emotional.</li> </ul>
	<ul style="list-style-type: none"> <li>The types of intervention that promote independence and maximise positive outcomes for tenants.</li> </ul>
	<ul style="list-style-type: none"> <li>The philosophy of Housing with Care.</li> </ul>
	<ul style="list-style-type: none"> <li>Equality and Diversity.</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Able to demonstrate a positive attitude to quality of service and opportunity by putting it into practice.</li> </ul>
	<ul style="list-style-type: none"> <li>Organisational skills in managing self to ensure designated tasks are undertaken in an efficient and effective manner.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to provide personal care in a respectful and dignified manner.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to communicate effectively, demonstrating the ability to use tools and techniques to reflect accurate recording and reporting between shift patterns.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to demonstrate a positive attitude towards clients' rights and individuality.</li> </ul>
	<ul style="list-style-type: none"> <li>Basic domestic skills, e.g. cleaning and preparing simple snacks.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to support people in taking medication.</li> </ul>
	Cont/.....

<b>Skills and Abilities: (Continued)</b>	<ul style="list-style-type: none"> <li>• Able to prioritise, make informed decisions and use initiative.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to recognise “at risk” situations, eg. Health and Safety, Security and deal with appropriately.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to administer first aid.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to contribute, participate and work with the management team to improve service delivery.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to accept the need for training and to be able to put theory into practice.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Proven experience in delivering support in social care or an equivalent setting</li> </ul>
<b>Educational:</b>	<ul style="list-style-type: none"> <li>• NVQ level 2 in care as a minimum or equivalent</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to undertake NVQ level 3 promoting independence</li> </ul>
	<ul style="list-style-type: none"> <li>• First Aid certificate.</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• 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).</li> </ul>

**Date Reviewed:**

**Updated:** February 2022