

# Job Description and Person Specification

Role: Residential Night Care Officer



## Job Description

<b>Job Title</b>	Residential Night Care Officer
<b>Grade</b>	4
<b>Service</b>	Adults Social Care - Internally Provided Services
<b>Reports to</b>	Senior Support Assistants and Managers
<b>Location</b>	Maurice Edelman House
<b>Job Evaluation Code</b>	Y5038D



## 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 provide care and social work support to the residents of the home during the night.

## Main Duties & Key Accountabilities

### Core Knowledge

1. Respond promptly to the needs of the residents during the night, as indicated by the night care system.
2. Check on the well-being of the high dependency residents at appropriate intervals.
3. Maintain a written, signed record of all dealings with the residents during the night.
4. Ensure that the handling of the residents at night is consistent with the treatment and training programme established for each resident.
5. Work closely with all the staff in the home to promote the development of the full potential of each resident.
6. Work as a member of a team and to contribute to the overall running of the home.
7. Undertake other duties related to the needs of the residents, such as laundry, mending and ironing, as the post allows.
8. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required.

9. 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.
10. 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.
11. Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

12. To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

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.

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

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

## Key relationships

<b>External</b> Customers and Suppliers to Coventry City Council	<b>Internal</b> Service Users and Staff of Coventry City Council
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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: N/A**

## Person specification

<b>Job Evaluation Code</b>	Y5038D
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• Awareness of the rights of all people to dignity and equality of life.</li> </ul>	
<ul style="list-style-type: none"> <li>• Understanding of the Care Quality Commissions Key Lines of Enquiry.</li> </ul>	
<ul style="list-style-type: none"> <li>• Understanding of what makes good teamwork and what prevents this.</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to follow Safeguarding procedures when dealing with potential indicators of abuse/neglect.</li> </ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Able to read and clearly write letters, accurate reports, and records of moderate complexity</li> </ul>	
<ul style="list-style-type: none"> <li>• Basic numeracy skills for cash handling and recording.</li> </ul>	
<ul style="list-style-type: none"> <li>• Verbal skills to use and receive information accurately and converse effectively face-to-face or using the telephone with parents/carers, colleagues and other professionals, e.g. social workers, and doctors.</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to anticipate and diffuse or deal appropriately with situations of verbal and physical conflict.</li> </ul>	
<ul style="list-style-type: none"> <li>• Demonstrate a positive attitude to service users' rights, choice, and dignity</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to observe in other areas of need and indications of progress.</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to make reasoned decisions which may affect the lives of others.</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to physically help service users, e.g. personal care, bathing, toileting, etc</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to take responsibility for the administration of medication as prescribed and to ensure a proper recording procedure is adhered to, in line with the Departmental Medication Policy</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to understand and follow specific instructions and work within guidelines.</li> </ul>	
<ul style="list-style-type: none"> <li>• Willingness to participate in appropriate training.</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to demonstrate a positive attitude to equality of service/opportunity and demonstrate putting it into practice</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to encourage and speak up for people who may not be able to do so for themselves.</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to make informed decisions</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to respond appropriately to situations of potential conflict.</li> </ul>	

<ul style="list-style-type: none"> <li>• Able to respond appropriately to parents/carers.</li> </ul>
<ul style="list-style-type: none"> <li>• Able to give and receive constructive criticism.</li> </ul>
<ul style="list-style-type: none"> <li>• Able to provide appropriate recreational activities for service users.</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to participate in a rota to include weekends and bank holidays.</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to work alone.</li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>• Laundry, cleaning, and personal hygiene.</li> </ul>
<ul style="list-style-type: none"> <li>• To demonstrate an understanding of working with people who have a learning disability and complex needs.</li> </ul>
<ul style="list-style-type: none"> <li>• An awareness of epilepsy and management plans.</li> </ul>
<b>Educational</b>
<ul style="list-style-type: none"> <li>• To achieve Skills for Care Induction Award during the probationary period.</li> </ul>
<ul style="list-style-type: none"> <li>• Ability and commitment to achieve NVQ Level II / Diploma in Health and Social Care within appropriate timeframes.</li> </ul>
<ul style="list-style-type: none"> <li>• The willingness to undertake NVQ Level III / Diploma in Health and Social Care.</li> </ul>
<b>Special Requirements</b>
<ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> </ul>

<b>Date Created</b>	December 2011	<b>Date Reviewed</b>	08.04.2024
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