

# Job Description and Person Specification



# Job Description

<b>Job Title</b>	Night Support Assistant
<b>Grade</b>	G3 + 33%
<b>Service</b>	Promoting Independent Living Service
<b>Reports to</b>	Senior Support Assistant
<b>Location</b>	City wide
<b>Job Evaluation Code</b>	



# 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

Ensure tenants are safe at night and that their support needs are met in line with their agreed support plans and risk assessments.  
Ensure Rotas are managed in fair and equitable manner ensuring annual leave, training and sickness leave are covered

This Authority is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and casuals to share this commitment.

### Job Purpose:

To provide personal assistance care and support to tenants in accordance with personal plans, in line with policies, procedures and practices of the department.

## Main Duties & Key Accountabilities

1. Provide personal care to citizens throughout the night in accordance with their needs and take responsibility for the citizens and the premises contacting the senior member of staff on call if necessary. This will involve maintaining a wakeful watch throughout the night and regular tours of the building
2. Promote the physical, emotional and intellectual well-being of each citizen
3. Create opportunities and choice for each citizen to live the fullest life possible
4. Assist and encourage each citizen in all aspects of their own personal care, e.g. dressing, washing, bathing and assisting where necessary
5. Assist and encourage each citizen to maintain their own individual or shared accommodation
6. Encourage citizens to give care to their own belongings
7. Provide home nursing care to citizens as necessary within the boundaries of what could normally be expected of a close family member

8. Liaise with relatives and professionals seeking advice from the on –call / OR senior if necessary
9. Help each citizen to be as independent as possible in all aspects of daily living
10. Participate in providing reports on individuals or groups of citizens
11. Participate in staff meetings
12. Responsible for the overall security and the Health and Safety aspects of the establishment and the citizens whilst on duty, seeking advice from the on-call / OR senior if necessary
13. Clean those areas of the building as directed by the manager or undertake laundry and maintenance of laundry items.
14. Provide first aid attention if required and to attend any training as necessary
15. Be in attendance and offer assistance to G.P's/other health professionals and relatives when visiting a citizen. Give medication as prescribed and record appropriately according to departmental procedures.
16. 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:-

- 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 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> Health professionals Care Quality Commission	<b>Internal</b> All Age Disability team Health and safety team
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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:

## Responsible to:

Senior Support Assistant

## Person specification

<b>Job Evaluation Code</b>	Y5017D
<b>Knowledge</b>	
An insight into the needs of people with a learning disability, e.g. physical, social and emotional	
The types of intervention that promote independence.	
The philosophy of Promoting Independent Living.	
Equal opportunities	
<b>Skills and Abilities</b>	
Able to demonstrate a positive attitude to quality of service and opportunity by putting it into practice	
Able to speak English	
Able to communicate verbally and write short accurate reports in English	
Ability to provide personal care.	
Ability to communicate verbally and write short accurate reports.	
Able to demonstrate a positive attitude towards clients' rights and individuality	
Basic domestic skills, e.g. cleaning and preparing simple snacks.	
Ability to support people in taking medication	
Able to make informed decisions and use initiative.	
Able to recognise "at risk" situations, e.g. health and safety and deal with appropriately	
Able to work unsupervised	
Able to administer Emergency first aid.	
Able to follow detailed instructions	
Able to accept the need for training and to be able to put theory into practice.	



<b>Experience</b>
Experience in delivering support in a social care or equivalent setting
<b>Qualifications</b>
To have NVQ /diploma 2/ or willing to working towards new up to date qualification
<b>Special Requirements</b>
This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure Barring Service (DBS) will be required prior to appointment

<b>Date Created</b>	November 2022	<b>Date Reviewed</b>	
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