



Coventry City Council

Job Description

Job Title:	Night Care Officer.	Job Number:	12182 /12183
Directorate:	People	Post Number:	
Service:	Children's Specialist Services	Grade:	4
Location:	Coventry Local Authority Children's homes (Broad Park House)		

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:

- To provide good quality care primarily though night time hours to young people, male and female aged 5-18 with complex needs that may include educational behaviour 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 and their families; this will require the provision of 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 will be child/young person centred and 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 in the exercise of their parental responsibilities, encourage children and young persons to develop a mature understanding of their situation and to learn to exercise personal responsibility and choice in their lives. The home will be required to provide a safe environment for young people who are in need of protection or who exhibit challenging 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 and Responsibilities:

- 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 departmental policy and procedure.
- 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 the development, provision and review of care programmes, which meet the 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 care and control to young people in our care and note their emotional wellbeing.

- Familiarising him / herself with policy and procedural requirements relevant to the performance of his / her duties and complying with legislation, policies and procedures in relation to child care, health and safety, equal opportunities, staffing / employment, medication, and other such matters as notified from time to time.
- Maintaining financial, fire precaution, health and safety and other records as are required by the Home's Manager.
- Contributing towards the maintenance of the fabric of the Home and ensuring that its grounds and equipment are 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 pertinent to the post. E.g. Admin of Medication, Team Teach and Safeguarding.
- The Level 3 Diploma in Children and Young People 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 inability to maintain the role and / or employment. Some day time work 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.

The post holder must comply with the 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 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 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.

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 as 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.
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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.

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.

Responsible for: None

Responsible to: Team leader /Deputy Manager/Registered Manager.

Date Reviewed: March 2020

Updated: March 2020



Coventry City Council

Person Specification

Job Title:	Night Care Officer	Job Number:	12182 / 12183
Directorate:	People	Post Number:	1001034 / 1007024
Service:	Children's Specialist Services	Grade:	4
Location:	Coventry Local Authority Children's homes		

Area	Description
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Knowledge:	<ul style="list-style-type: none">• An understanding of the needs of young people who come into care of the local authority
	<ul style="list-style-type: none">• An understanding of what is required in providing good quality residential care to young people.
	<ul style="list-style-type: none">• Some understanding of appropriate legislation, e.g. Children Act, Leaving Care Act, National Minimum Standards of Children's Homes and Safeguarding Procedures.
	<ul style="list-style-type: none">• Some knowledge of learning/physical disabilities

Skills and Abilities:	<ul style="list-style-type: none">• 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.
	<ul style="list-style-type: none">• The ability to communicate with children and young people, in particular the ability to manage and respond appropriately to challenging behaviour.
	<ul style="list-style-type: none">• To work unsupervised through night time hours.
	<ul style="list-style-type: none">• Demonstrate an ability to engage with young people and work through challenging situations.
	<ul style="list-style-type: none">• Able to ensure that any intervention with the young person is in regard to their individual care plan and accurately record a variety of information from a range of sources.
	<ul style="list-style-type: none">• Able to demonstrate basic IT systems and able to use systems such as Microsoft Word. And email.

Experience:	<ul style="list-style-type: none">• Experience of working with older children/teenagers and their families.
	<ul style="list-style-type: none">• Some experience of working with children and/or young people who present with challenging behaviours.

Educational:	<ul style="list-style-type: none"> Hold or will be required to undertake training including the CWDC induction and a Diploma Level 3 in Health and Social Care, Children and young people with 2 years to complete the qualifications from the point of employment under The Children's Homes and Looked After Children's (Miscellaneous Amendments) (England) Regulations 2013.
Special Requirements:	<ul style="list-style-type: none"> 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 Reviewed: March 2018

Updated: March 2018