



Coventry City Council

## Job Description

<b>Job Title:</b>	Night Support Assistant	<b>Job Number:</b>	
<b>Service:</b>	Adult Learning	<b>Grade:</b>	3 + 33%
<b>Location:</b>	Promoting Independent Living Service – 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

This Authority is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers 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 and Responsibilities:

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 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 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 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.
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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:** Senior Support Assistant

**Date Reviewed:** February 2021

**Updated:** 2<sup>nd</sup> February 2007



Coventry City Council

## Person Specification

<b>Job Title:</b>	Night Support Assistant	<b>Job Number:</b>	Y5017D
<b>Service:</b>	Adult/Learning Disabilities	<b>Grade:</b>	3 + 33%
<b>Location:</b>	Promoting Independent Living Service- City Wide		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>An insight in to needs of people e.g. physical, social and emotional</li></ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>Able to demonstrate a positive attitude to quality of service and opportunity</li></ul>
	<ul style="list-style-type: none"><li>Able to Speak English</li></ul>
	<ul style="list-style-type: none"><li>Able to communicate verbally and write short accurate reports in English</li></ul>
	<ul style="list-style-type: none"><li>.Be a good listener</li></ul>
	<ul style="list-style-type: none"><li>Able to demonstrate a positive attitude towards citizens 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>.Able to administer medication</li></ul>
	<ul style="list-style-type: none"><li>.Able to work un supervised</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 notify "at risk" situations e.g. Health and Safety</li></ul>
	<ul style="list-style-type: none"><li>Able to follow detailed instructions</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>To have NVQ /diploma 2/ willing to working towards new up to date qualification</li></ul>
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<b>Educational:</b>	<ul style="list-style-type: none"><li></li></ul>
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<b>Special Requirements:</b>	<p>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).</p> <p><b><i>N.B For posts subject to Protection of Children and Vulnerable adults please delete as Appropriate</i></b></p>
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**Date Reviewed:** February 2021  
**Updated:** 2<sup>nd</sup> February 2007



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