

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Senior Night Support Assistant
<b>Grade</b>	G5
<b>Service</b>	Promoting Independent Living Service
<b>Reports to</b>	Support coordinator
<b>Location</b>	City wide
<b>Job Evaluation Code</b>	Y5371D



## 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 / Output

To provide first line management support, supervision, appraisals, and shift support to Waking Night support staff within the PILs tenancies that require Waking night staff.

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

.

## Main Duties & Key Accountabilities

### Core Knowledge

1. Ensure services are provided in accordance with Coventry City Council's Equal Opportunities Policy and that all tenants' needs are considered on an individual basis.
2. Participate in staff meetings and contribute towards the implementation of the Aims and Objectives of the Service and the agreed Operations Plan and Performance Targets.
3. Promote the independence of tenants and facilitate activities that increase and maintain independence within a supportive environment including the use of local community facilities.
4. Ensure tenants' rights are upheld at all times, maximise the choices available to tenants and actively involve tenants in decision-making about all aspects of the service they receive.
5. Promote social, leisure and learning opportunities for tenants.
6. 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.
7. 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.
8. Ensure that corporate, departmental and local policies and procedures are adhered to at all times.
9. Work closely and collaboratively with housing providers and other agencies to continually improve the health and quality of life of tenants.
10. Support and work with the carers/relatives/friends of tenants in meeting the needs of individual tenants and ensure the service is part of the local community and that the community is involved in the daily provision of the service.
11. Undertake training and acquire appropriate qualifications, as required by relevant registering bodies and the City Council
12. Act as shift leader and take responsibility for the well-being, security and health and safety of tenants, staff and the premises at night, contacting emergency services or the PILs management on call if necessary. This will involve maintaining a wakeful watch throughout the night and regular tours of the premises.
13. Provide personal care and support to tenants with learning disabilities, throughout the night, in accordance with their needs and agreed support plans.

14. Participate in the supervision, training and development of Night Support Assistants
15. Participate in providing reports on individuals or groups of tenants.
16. Participate in the cleaning of those areas of the building and undertake laundry and maintenance of laundry items as directed.
17. Be in attendance and offer assistance to GPs and other professionals when visiting a tenant during the night.
18. Ensuring health needs are met including administering of medication including observations of Waking Night support staff.
19. working on a rota basis including weekends and bank holidays as required.
20. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Health professionals Care Quality Commission	<b>Internal</b> All Age Disability team
--	--

## 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:

Waking Night Support  
Assistants

## Person specification

<b>Job Evaluation Code</b>	Y5371D
<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	
Ability to manage self and others	
Organisational skills in managing a shift and ensuring designated tasks are undertaken	
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 supervise others	
Able to administer first aid.	
Able to coach, guide and act as a model of good practice	
Able to contribute to the management of the unit.	
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>
Have a Diploma level 2 Qualification or equivalent
Ability to undertake Diploma level 3 promoting independence or supervisory within an agreed time scale
<b>Special Requirements</b>
This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment

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