

**JOB TITLE:** Waking Night Officer

**RESPONSIBLE TO:** Registered Manager / Assistant Manager/Directors

**SUPERVISED BY:** Registered Manager/ Director

**PROFILE:** To be responsible to the Registered Manager as a member of the staff team for the direct night-time care of the children and other supportive tasks and duties.

#### **MAIN DUTIES**

##### **Professional Child Care Practice**

- To provide primary basic care and a nurturing, (therapeutic) environment
- To be a positive role model for the child and encourage the child to develop meaningful relationships and attachments.
- To contribute to the normal development of the children to enable them to reach their fullest potential by providing a safe environment.
- To work with firm and consistent boundaries in order to create safety and containment for the children.
- To work alongside the child to help develop a true sense of identity and feel of self worth...
- To be able to identify signs of distress or abuse, and to ensure that children are monitored and protected.
- To be sensitive to the needs of individual children, taking account of race, culture, language and religion.
- To talk and listen to children, and to observe their behaviour, and record significant features.
- To be aware of the child's rights and to work in an anti-discriminatory and anti-oppressive manner.
- To work effectively alongside shift partner and other team members to ensure the child develops in a caring and consistent environment/atmosphere.
- To liaise, where necessary, with other professionals, i.e. schools, social services etc.
- To help child to integrate into mainstream school and social activities.
- To work alongside therapists to enable effective integration of care and therapy.
- To work with child and prospective carers to ensure child's successful integration into a family when placed.
- To assist in preparation for reviews, meetings and attend when required.
- To be a co key worker of a child
- Ensuring that all children get to bed at the time agreed, including in some instances, reading of bedtime stories if appropriate
- Checking the bedroom doors every twenty minutes and recording their observations in the child's daily records book
- Washing, Drying and Ironing of the young people's clothes ready for the morning
- To perform ad hoc tasks as and when required.

### **Relations with Colleagues**

- To act as a member of the staff team, supporting colleagues and being prepared to receive support as necessary.
- To participate in staff meetings.
- To act flexibly, within reasonable bounds, in order to ensure the necessary cover for the home.
- To inform colleagues of relevant developments, for example during handover.

### **Household Responsibilities**

- To share in the practical activities necessary to maintain a home.
- To set high standards in home making.
- To care for the fabric, equipment and grounds.
- To be accountable for monies allocated for specific purposes.
- To take responsibility for running the household effectively, setting and maintaining high standards of cleanliness
- To ensure the children have a balanced diet.
- To adhere to Health and Safety Regulations and Procedures.
- To be responsible for accurate, concise recording of information about the child.

### **Personal**

- To keep abreast of good practice in order to develop skills, knowledge and experience, in accordance with your personal development and employment contract
- To make use of regular supervision.
- To report to your line manager or other appropriate person, malpractice or evidence which may suggest it.
- To attend in-house and external training to develop skills, knowledge and experience.
- To commit to ongoing personal and professional development.

**Waking Night Officer**

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>	<b>Disqualifiers</b>	<b>Application</b>	<b>Interview</b>	<b>Probation Assessment</b>	<b>Written Statement</b>
<b>Competencies</b>							
<b>Work Based</b>							
	Ability to communicate effectively with colleagues and other professionals				X	X	X
	Ability to demonstrate good verbal and written communication skills			X	X	X	X
	Ability to communicate effectively with children in a residential environment			X	X	X	X
	Familiar with all aspects of confidentiality				X	X	X
	Able to demonstrate practical skills in order to maintain a home				X	X	
	Able to demonstrate a knowledge and understanding of good parenting skills				X	X	X
	Able to respond positively to situations that arise whilst also working proactively to assist in improving current practices				X	X	X
	Able to restrain children if necessary and understand the importance of being able to keep a child safe				X	X	
	Able to be a co key worker to a child				X	X	X

	<b>Essential</b>	<b>Desirable</b>	<b>Disqualifiers</b>	<b>Application</b>	<b>Interview</b>	<b>Probation Assessment</b>	<b>Written Statement</b>
<b>Behavioural</b>	Able to work within a team and on own initiative		X	X	X	X	X
	Able to respond quickly to changing demands and priorities			X	X	X	X
	Able to react calmly in stressful situations			X	X	X	X
	Able to learn organisational culture quickly			X	X	X	X
	To be able to cope with 'emotionally challenging' situations and to act appropriately under pressure			X	X	X	X
<b>Qualifications and Training</b>	Good standard of education to GCSE or equivalent	Further education in Social Care		X	X		
<b>Experience</b>	Experience of working with children in a residential environment			X	X	X	X
	Experience of working with challenging behaviour		X	X	X	X	X
<b>Specific demands</b>	Commitment to undertaking an NVQ or other relevant professional qualification		X	X	X	X	
	Commitment to working therapeutically with children		X	X	X	X	X

	Essential	Desirable	Disqualifiers	Application	Interview	Assessment	Written Statement
<b>Special Requirements</b>	Smart appearance				X	X	
	Hold a full clean driving licence	X		X	X	X	
	Access to telephone		X	X	X	X	
	Able to work overtime if required		X		X	X	
	21 years of age or over		X	X	X		

**Notes:**

Desirable – If a cross is in this box it means that it is desirable that you can answer yes to that question, otherwise it is essential

Disqualifiers – If a cross is in this box this means that if you do not have this ability you will be disqualified.

Application – This needs to be demonstrated at application form stage.

Interview – This needs to be demonstrated at interview stage

Probation Assessment – Should you be appointed, the first 6 months will be your probationary period. During this time, you must demonstrate these skills

Written Assessment – It is important to write your written statement at application stage based on the person specification and demonstrate within this statement how you mean these requirements.