

## CORE NIGHT SUPPORT WORKER JOB DESCRIPTION



*This job description is a statement of the **core** duties of a night support worker. Every individual we support will have additional duties for their night support worker specified in their working policy*

### **Accountability**

To the Personal Assistant/Team Leader of (Imogen's) team and to (Imogen).

### **Qualifications**

Health & Social Care Diploma level 2 (or willing to work towards)  
Basic Computer Skills required or must be willing to learn.

### **Hours**

To provide night support at un-sociable hours

### **Role Specification**

To provide a 'waking' service for (*Imogen*) during night-time hours. To provide whatever help and encouragement is required by (*Imogen*) during the night, this may include any personal care tasks that the person may or may not be able to do for themselves. To provide support at night in any emergency situation by following the guidance in (*Imogen*) working policy.

### **Main responsibilities**

To work as a member of a small support team for (*Imogen*). To facilitate good quality services for (*Imogen*) by contributing to creative planning and person-centred approaches to ensure that (*Imogen's*) life moves in the direction they choose. To ensure (*Imogen*) is safe at night and any needs are met if they awake.

- To be awake at all times during night time hours specified
- Participate fully in any hand over from team member who has worked during the day with (*Imogen*)
- Follow the guidance within the working policy with regard to any personal care provided to (*Imogen*).
- Follow the guidance within the working policy with regard to any medical emergencies required during night time hours.

- To note any changes or information team needs to know in daily notes.
  - To at all times communicate respectfully and appropriately to, with and about (*Imogen*)
  - Communicate regularly with members of the team and attend regular team meetings and training updates
1. To recognise and respect at all times that you are a guest in (*Imogen*)'s home
  2. Not to carry out any activities that may wake the person up or affect their sleep pattern
  3. To help the person back to sleep if they awake and not to encourage them to remain awake during night-time hours
  4. To be actively involved in developing (*Imogen*) service design and working policy and follow it whilst helping (*her*).
  5. To provide support to (*Imogen*) to live in (*her*) own home and to have a lifestyle which (*she*) chooses.
  6. Ensure (*Imogen*) medication is handled, administered, recorded, and stored in accordance with Beyond Limits Policies and Procedures.
  7. To help (*Imogen*) with the choices (*she*) needs to make by using a balanced approach which emphasises advice and encouragement rather than making decisions on (*her*) behalf.
  8. To help (*Imogen*) stay safe and well while (*she*) lives in (*her*) own home.
  9. To treat (*Imogen*), at all times, as an adult and unique individual, recognising (*her*) rights to choose, dignity, individuality, sexual preference, love, friendship and respect.

## **Duties**

1. To help (*Imogen*) monitor (*her*) mental and physical health and encourage (*her*) to take appropriate action to safeguard and maintain (*her*) health e.g. calling a doctor if (*she*) is unwell during the night.
2. To communicate respectfully with the other members of (*Imogen*'s) support team with (*Imogen*'s) interests uppermost in mind.

3. To seek continually, ways to ensure that (Imogen) retains and enhances (her) power and control over (his/her) own life.
4. To, at all times, talk respectfully to and about (Imogen), recognising that (she) is an adult and that (she) has individual rights.
5. To implement the organisations Equal Opportunities Policy.
6. Duties may vary from time to time as agreed by Beyond Limits.

**Team Duties**

1. To communicate effectively with other team members, participating constructively in team meetings, contributing to and putting into effect decisions made in respect of (*Imogen*) working policy.
2. Support other members of the team in their work.
3. To provide written records/reports as required.
4. To maintain (*Imogen*) household finances if required and as per Beyond Limits Policies and Procedures.
5. To participate in relevant opportunities for training and development and attend all mandatory Training.
6. To maintain confidentiality in respect of (*Imogen*), employees and the organisation.
7. To ensure that all Beyond Limits principles/policies are strictly observed and adhered to at all times.

**PLEASE SIGN AND DATE AS CONFIRMATION THAT YOU HAVE READ AND UNDERSTOOD YOUR JOB DESCRIPTION**

**PRINT NAME:** .....

**DATE:** .....

**SIGNATURE:** .....