**City of Wolverhampton Council**

**Job Description**

**Job title:**  Night Wake Support Worker

**Directorate:** Children’s Services

**Service:** Children and Young People in Care

**Location**: Upper Pendeford Farm or any other location within Wolverhampton

**Workstyle:** Fixed

**Responsible to:** Registered Manager/Operational Manager

**Grade:** Grade 5 (plus night allowance)

**Special Conditions:** The post holder will be required to be prepared to carry out restraint techniques when required to assist employees under their supervision and direction. This is upon receipt of recognised training for these activities.

This post is subject to a satisfactory Disclosure and Barring Service (DBS) check.

**Job Purpose and Role**

* To work in a supportive and holistic way to support young people to achieve better health, education and socialisation.
* To support and maintain services within the home as required by individual young people.
* To contribute to the assessment of young peoples’ needs in order to improve the future matching of LAC placements and enhance future placement stability
* To ensure the provision of support service is of a high quality and in accordance with the Children Act 2000, Wolverhampton’s Safeguarding Children’s policy.

**Duties and Responsibilities**

* To work in a non-discriminatory and culturally sensitive way in the delivery of a support service to all children and young people, complying with statutory requirements and operating within the framework.
* To provide an effective support service, which contributes towards the personal development of individuals, enhances their confidence and self-esteem, and provide an advocacy service where appropriate.
* To undertake domestic duties when the young people are settled ensuring preparation for the forthcoming day.
* To contribute to maintaining the day to day cleanliness of the home including the cleaning of all rooms/ communal areas and the bathroom and kitchen facilities.
* To use cleaning equipment in a safe and proper manner and to clean and store it after use.
* To organise and engage in activities to meet the needs of group/individual children/young people.
* To ensure the general care of children/young people in the basic routines of feeding, clothing, etc. and their physical and emotional health.
* To ensure that the children/young people receive any medical attention which they may require and to ensure that Regulations regarding the administration of drugs on the premises are complied with at all times.
* To maintain and organise accurate written records of the intervention that has taken place with each child/ young person, which enables the monitoring and reviewing process.
* Wherever appropriate or necessary to participate in case reviews and conferences, as arranged by other agencies.
* To identify the need for specialist support services and enable young people to access these.
* To maintain good working relationships with various agencies, groups and individuals involved in the provision of health, social care and education.
* To organise and, where appropriate, facilitate group work in partnership with peer practitioners and relevant agencies.
* To participate in a programme of professional development to ensure necessary skills, knowledge and understanding are kept up to date, especially in relation to Children’s Homes
* To communicate with the on call duty manager where necessary in order to provide a flexible service that best meets the needs of the young people.
* To contribute to the package of support offered to looked after young people
* To undertake such other duties, as maybe agreed with the line manager or Head of Centre that may reasonably be regarded as consistent with the job purpose and role.
* To act in accordance with the Council's Constitution and other Codes of Conduct.
* To participate in staff development, appraisal and training as appropriate, including continuous professional development.
* To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
* To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
* To participate in the wider development of the service and contribute to service improvement as required.
* City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date:

Signature of post holder:

**Person Specification**

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| **Factors** | **Essential** | **Desirable** | **How identified** |
| --- | --- | --- | --- |
| **Qualifications/Training** | * Qualification in childcare, Youth and Community or other relevant qualification at NVQ level 3 (or equivalent). | * First Aid * Food Hygiene * Training in Anti-oppressive practice. * Manual handling | * Application form * Copies of certificates |
| **Experience** | * Significant experience of direct work with children and/or families * An understanding of child protection procedures and experience of working with as a multi-agency team. * Experience of working with families to prevent family breakdown. * Experience/ knowledge in the use of restraint techniques | * Delivering evidence-based programme with individuals and groups. * Experience of working with families in their homes. * Experience of working with families to prevent family breakdown. | * Application form * Interview * References |
| **Special Knowledge/Skills** | * Ability to work in partnership with children and families and also other agencies and professionals. * Ability to work on own initiative and under supervision. * Ability to motivate self and others to achieve change. * Ability to communicate effectively with children and families. * Ability to maintain records. * Ability to recognise own limitations in situations where specialised skills are required. * Basic information technology skills or willingness to acquire them. * Ability to undertake group work. |  | * Application form * Interview * Reference |