

St. Joseph's Specialist Trust



Supported Living



(Part of St. Joseph's Specialist Trust)

Job Profile

Night Waking Supported Living Worker

Name:

Date:

Job Context: St Joseph's Specialist Trust Supported Living services comprises of 2 supported living homes for up to 13 adults aged 19+ with learning disabilities. The property is owned by St. Joseph's Specialist Trust.

St. Joseph's Specialist Trust is a specialist school and college, registered children's home and adult supported living houses (together "St Joseph's"/ the "Trust") with approximately seventy students and tenants. It has a staff of around 250.

Each adult will be supported to maximise their potential in the community through support with daily living skills, work and leisure opportunities. Springvale is registered with the Care Quality Commission with the Lodge as an additional location to this registration. This job profile recognises the requirements of the Trust's current Pay Policy and reflects the vision, aims and policies established by the Trustees

Title: Night Waking Supported Living Worker

Job Purpose: To take responsibility for the care and support work within the Supported Living service to promote independence and social integration and provide effective and high quality support

Accountable to: Supported Living Manager, through the line management structure.

PART 1: JOB DESCRIPTION

- Due to the nature of our environment and the challenges that may be posed by our tenants, physical and mental resilience is required. This includes the physical agility to support our tenants on and off-site.
- Every member of staff is required to complete team teach positive behaviour support training before employment begins and refresher training periodically thereafter.

Requirements of Role

To be awake at all times whilst on duty, between 10pm and 7am (for Lodge during term time Sunday-Thursday nights) or at times to be determined by Supported Living Home Manager according to needs, to support tenants.

Complete regular night checks as required and document in "Nourish".

Waking Night staff may be required to assist with the morning routines of tenants, including getting ready for college.

Perform any housekeeping tasks set out by the Home Manager each evening.

To carry out administrative tasks set out by the Home Manager including, but not exclusively, creating visuals, completing checklists and providing summarised updates about tenants.

In an overnight emergency, Waking Night Staff will be expected to support tenants with medical assistance, which may include accompanying them to A&E.

1. Purpose of Position

- 1.1 To support Tenants in their own homes and in the community using person-centred approaches
- 1.2 To provide flexible and supportive services to maximise Tenant independence
- 1.3 To work within the context of organisational policies and procedures
- 1.4 To maintain confidentiality at all times
- 1.5 To work in partnership with Tenants, the team, St Joseph's Specialist Trust and the wider Community
- 1.6 To promote equality and diversity within the service and the wider community
- 1.7 Support Tenants to take control of their lives and to maximise their inclusion and participation in the community according to their needs, wishes and preferences.
- 1.8 To support Tenants to access a range of opportunities and experiences, either from their own home or the wider community.
- 1.9 To support Tenants to monitor their health and wellbeing
- 1.10 Attend staff meetings and supervision meetings and contribute to the promotion of good practice across the service
- 1.11 Attend all statutory training and comply with legalisation requirements
- 1.12 Support Tenants to reach their full potential.

2. Tenant Support

- 2.1 To support Tenants with all aspects of their agreed support plan
- 2.2 Where appropriate, support Tenants with personal care needs
- 2.3 Support Tenants to manage their medication, including administration where appropriate
- 2.4 Support Tenants to develop skills to enable them to manage their daily lives
- 2.5 Support Tenants with food preparation where appropriate
- 2.6 Actively listen to Tenants views, decisions and choices
- 2.7 Support Tenants to achieve planned goals and personal outcomes
- 2.8 Support Tenants to be at the centre of any planning about their lives
- 2.9 Support Tenants to become active and valued members of the community

- 2.10 Participate in Tenants holidays when required
- 2.11 Support Tenants to develop problem solving skills
- 2.12 Support Tenants in line with behavioural guidelines
- 2.13 Support Tenants to access employment, education and leisure opportunities
- 2.14 Support Tenants to access community facilities of their choice
- 2.15 Inform the Supported Living Manager of any concerns related to the health and wellbeing of the Tenant
- 2.16 Support Tenants to make complaints
- 2.17 Support Tenants to report any maintenance concerns or hazards
- 2.18 Work in and promote a non-aversive approach
- 2.19 Respect Tenants privacy, property and choice
- 2.20 Assist Tenants to develop and maintain relationships with family and friends
- 2.21 Use the emergency services where appropriate
- 2.22 Use out of hours on-call support where appropriate
- 2.23 Support Tenants at Christmas and Bank Holidays as required

3. Recording, Reporting and Administration

- 3.1 To complete the Tenants support notes at the end of each shift using the software 'Nourish'
- 3.2 To maintain complete and accurate records including Tenants personal files and financial records
- 3.3 To provide regular oral and written records reports to the Supported Living Manager on the progress of individual Tenants
- 3.4 Support Tenants to document all appointments in their diaries and to inform the Supported Living Manager as appropriate
- 3.5 To follow St Joseph's Specialist Trust financial policies and procedures.
- 3.6 To read the communication book, support notes and diary at the beginning of each shift
- 3.7 To assist in the development and implementation of risk assessments
- 3.8 To follow the read and sign process for Tenants files and policies and procedures of St Joseph's Specialist Trust

3.9 Report to the Supported Living Manager any concerns, worries or deficits in service provision, short falls in staffing levels, breeches in discipline or conduct at work by any employee.

3.10 To attend reviews when requested by the Tenant

3.11 To immediately report any alleged abuse through the vulnerable adults' procedure

3.12 To work in partnership with Tenants, agencies, families and stakeholders.

3.13 To use the out of hours on-call support service and emergency services as appropriate

3.14 To carry out other duties as required by the Supported Living manager or senior managers at St Joseph's Specialist Trust.

4. Employee Development

4.1 Receive and complete an agreed induction within the first twelve weeks of employment

4.2 Receive on-going training and development

4.3 Participate in monthly supervisions with your line manager

4.4 Actively participate in an annual appraisal

4.5 Attend training courses to enhance skills and knowledge

4.6 Participate in and support the development of team members, as directed by your line manager (e.g., assist with training and induction of new team members)

5. Working Environment and Potential Risks

5.1 Working to support adults in a domestic environment / own home / and in the community which will include a substantial amount of lone working with an individual

5.2 Tenants may from time to time display challenging behaviour which may be physical and/or verbal and/or behavioural in nature. The role may require non-violent crisis intervention procedures (non-violent restraint in line with procedures).

5.3 Implications for COSHH: domestic chemicals and pharmaceuticals.

5.4 Implications for health and safety: Food hygiene, fire safety, manual handling, accident prevention.

5.5 The role requires shift work on a rota, sleep-in duties as required and Christmas/Bank Holiday working

5.6 The role requires driving Tenants and staff using their personal vehicle (appropriately insured to include Business insurance), Tenant's Motability vehicles or company vehicles (subject to holding appropriate licence).

5.7 Each employee may be required to attend meetings and supervision at St Joseph's Specialist Trust from time to time.

This job description is not an exhaustive list of duties but a guide to indicate the main areas of responsibility and will be subject to review to meet the service needs.

"As part of St Joseph's Specialist Trust, Supported Living is committed to safeguarding and promoting the welfare of young vulnerable adults and expects all staff and volunteers to share this commitment".

Signature:
Supported Living Worker

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Executive Principal

Date:

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