



Support Worker – Nights

Job Description

Service:	Children and Young People
Job Title:	Support Worker – Nights
Responsible For: (through line management structure)	N/A
Responsible To: (through appraisal process)	Senior Support Worker
Job Purpose:	To be part of a team that provides a round-the-clock range of flexible, creative leisure opportunities and support for disabled children and their families based from the short-breaks service.
Job Context:	White Lodge is an independent voluntary organisation working with children and adults with disabilities. All staff must adhere to its agreed aims and objectives.

White Lodge General Employment Policies

- To work within the context of all the organisations policies and procedures.
- To work in a way consistent with the principle of equal opportunities, giving each person practical skills and social status that are valued within their communities, ensuring anti-racist and anti-sexist work practices which promote anti-discriminatory attitudes and behaviour.
- To be aware of and sensitive to the impact of class, gender, race and prejudice on attitudes, professional relationships and professional judgement and be willing to intervene.
- To maintain confidentiality at all times and to ensure respect for, proper observance of and adhere to the organisation's confidentiality policy for all staff.
- To ensure all relevant aspects of Health and Safety requirements are known and adhered to, ensuring the health and safety of staff and volunteers at all times.
- To undertake any other duties which are consistent with the post.
- This job description is subject to periodic review and it is expected the post holder will contribute to the active development of the role as the needs of the organisation alter and to be available and willing to undertake training as appropriate

Support Worker: Accountabilities and Tasks

Legislation / Health and Safety

1. Ensure that all practice is in line with relevant policies, procedures, risk assessments and standards monitored by Ofsted
2. Keep clear accurate and up to date records and ensure that all paperwork is filed correctly and securely.
3. Maintain the security of the environment, report any major concerns to the Senior Support Worker.
4. Maintain a high standard of hygiene through the environment, reporting any concerns to the Senior Support Worker.

The Young Person and their Family

1. Contribute to the assessment and implementation of the All About Me documents, including risk assessments, for all children / young people using the service.
2. Work with families and other staff to provide a co-ordinated service by recording and sharing information when appropriate.
3. Support the activity programme by contributing ideas and helping with preparation.
4. Support children / young people using the service to maintain a high standard of personal hygiene and cleanliness.
5. Ensure the privacy of all children / young people is respected as far as possible, particularly in reference to their personal care.
6. Ensure children / young people are physically comfortable, particularly those who may be dependent on others to manually handle them into position.
7. Ensure appropriate communication tools are always available to all children / young people.
8. Prepare meals and refreshments taking into account dietary requirements and cultural needs.
9. Meet the health care needs of all young people, including administering medication.
10. Report any changes or concerns relating to the children / young people and their families to the Senior Support Worker.

Service and Personal Development

1. Attend staff meetings and contribute to the promotion of good practice across the service.
2. Attend training to comply with legislation and meet the individual needs of children.

Support Worker:

Personal Requirements for the Role

The successful person will be required to demonstrate the following:

1. A desire to make a positive contribution.
2. An ability to see the world from a child / young person's perspective.
3. A desire to ensure disabled children / young people have access to the same opportunities as others
4. An enjoyment of working with children /young people.
5. An ability to manage own emotions.
6. Honesty about own abilities and a commitment to personal development.
7. An ability to engage children.
8. Self Confidence.
9. Respect for other people.
10. Open-mindedness.
11. Good observation skills.

12. An ability to work as part of a team and exchange skills and ideas for the benefit of the service.
13. An ability to remain calm in a crisis.
14. An understanding of disability and potential impact on the child and their family.
15. An ability to contribute to discussion in order to develop the service.
16. Punctuality.
17. An ability to work flexibly.

Qualifications and Training

1. NNEB, NVQ Level 3 in a relevant subject (or equivalent) or willingness to be trained.
2. A current first aid certificate or willingness to be trained.