



## Job description

### Details of the job

Post title:	Night Care Supervisor
Salary grade:	Band E
Hours:	22.3
Location:	Thornton House
Reports to:	Team Manager
Service area:	Children First Northamptonshire

### Overall purpose of the post

1. To provide a Night Care Service to ensure the safety and welfare of young people staying in the home and the security of the premises

### Principal responsibilities

1. Participate in hand over sessions with day staff to ensure that the anticipated or likely behaviour of clients Care Plans can be handled correctly.
2. Check the premises to ensure security.
3. Refer urgent telephone calls/incidents requiring immediate attention to the member of staff who is on sleeping-in duty in the home, so that appropriate corrective action can be taken.
4. Maintain case records and log routine telephone calls and incidents so that day staff are in possession of full information when undertaking their duties.
5. Undertake domestic duties (eg laundry, food preparation) to assist with the routine operation of the Unit where assessed as practical by Unit Manager.
6. Pursue appropriate staff development training programmes, which enable the post holder to undertake their duties in a professional manner, and in accordance with Unit/Departmental Policies, this includes attendance at staff meetings.
7. Undertake admission arrangements in accordance with departmental policies to cope with emergency situations.
8. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

9. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
10. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## PERSON SPECIFICATION

Post Title:	Night Care Supervisor
Grade	E
Service Area:	Children First Northamptonshire

<b>ATTRIBUTES</b>	<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
<b>Education and Qualifications</b>	This post requires satisfactory clearance of a criminal records bureau disclosure :	Education to GCSE or equivalent. Has relevant professional or in service training – NVQ Level 3.
<b>Experience and Knowledge</b>	Life experience (voluntary, personal or work experience) with client group.	Previous experience or work in a similar environment. Previous experience of night work. Previous experience of working with other people’s children.

	<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
<b>Ability and Skills</b>	<p>Able to take responsibility for the security of the building at night.</p> <p>Basic problem solving skills.</p> <p>Interpersonal and communication skills sufficient to work effectively with clients, colleagues and customers, to include accurate recording and message taking.</p> <p>Good written/verbal reasoning.</p> <p>Mobility sufficient to undertake tasks and work with client groups including security aspect.</p> <p>The ability to travel effectively to different locations.</p> <p>Able to prioritise own work and others.</p> <p>Able to motivate self and others.</p> <p>Able to anticipate difficult situations and refer to senior staff as appropriate.</p> <p>Receptive to direction and to work within agreed routines and practice guides.</p> <p>Recognise the importance of and maintain confidentiality.</p> <p>Able to work effectively in a team and on own initiative where appropriate.</p> <p>Reliable and able to work shift patterns and unsocial hours on a rota basis.</p> <p>Commitment and enthusiasm for role and self development through supervision and training.</p> <p>Able to work to deadlines.</p> <p>Able to work under pressure.</p> <p>Able to deal positively with conflict.</p>	<p>Demonstrate that they will be able to calm people who may be distressed at night.</p> <p>Counselling skills.</p> <p>Ability to drive.</p> <p>Able to work in different centres and settings.</p> <p>Tactful</p> <p>Positive attitude to difficult children.</p> <p>Demonstrate caring and stable influence.</p> <p>Advocacy skills.</p>

Able to set and maintain fair and reasonable boundaries within the established framework.

Adaptable and flexible sufficient to establish and work within group norms and values.

Confident, assertive and mature enough to make own decisions where appropriate and have credibility with client groups willing to undertake domestic duties and maintain good levels of hygiene.

**Equal Opportunities**

Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs