

JOB DESCRIPTION



Job Title: Night Carer

Department: Children's Homes, Appletree Treatment Centre Ltd (ATC)

Job Details:

Responsible to: Team Leader
Working hours: Various shifts
Salary range: £19,698 to £21,748

Essential

Qualifications: Relevant Level 3 qualification or willingness to work toward one.
Experience: 1 year minimum of working with children and young people

ATC mission statement Appletree opened in 1995 with a mission to help support young children who have experienced trauma and whose lives have been severely disrupted to grow socially and emotionally and learn to cope with school and everyday life. We help them wherever possible, to return to families and day schools before they reach their teenage years.

Our Objectives and Aims We believe that all children will have the best chance for success when they experience quality in education, care and health. Working together our facilities, care, education and therapy teams objectives are to ensure that we provide our children with:

- Safe, warm, comfortable, surroundings
- An environment of acceptance, support, feeling a sense of belonging and being loved
- Inspirational teaching to develop a love of learning
- A child-centred, safe space to explore their thoughts and feelings

Responsibilities: To the Children.

1. To provide a high standard of care in the home at **night** and undertake certain domestic duties which can be performed during **night** hours.
2. To assist in the maintenance of standards of hygiene and cleanliness within the house and the maintenance of fabric, furniture and equipment.
3. To provide a safe and caring environment that promotes sleep and underpins the children's physical, emotional and psychological well-being.
4. To develop and maintain appropriate working relationships with children and colleagues. Relationships will be based on respect, mutual trust, individual rights and cultural needs.
5. To encourage them to have positive self-perception and a sense of belonging and community so that they can be socially responsible.
6. To promote their emotional resilience and competence so that they are able to self-manage.
7. To actively seek their views and opinions and act as an advocate for them.
8. Undertake housekeeping, food preparation and intimate personal care duties as necessary, enabling children to be as self-managing as possible.
9. To foster good relationships with the local community including schools, churches and neighbours.

Everyone within Appletree Treatment Centre has a responsibility for, and is committed to, safeguarding and promoting the welfare of children and for ensuring that they are protected from harm. We carry out the appropriate vetting and verifications on all staff and this post is subject to an enhanced DBS check.

Responsibilities: To the role

1. Carry out the role of Night Carer at ATC with regard to the Appletree Quality Framework.
2. Have due regard for safety of young people and others.
3. Take ownership of own work activities as delegated by line manager.
4. Demonstrate ability to prioritise work and organise time to meet competing deadlines.
5. Manage interruptions and keeps up to date with routine tasks.
6. Liaise with all teams to ensure accurate and efficient communication and teamwork using appropriate mode of interaction and respecting confidentiality at all times.
7. Keep clear professional records and follow reporting procedures.
8. Attend meetings and reviews about children as required.
9. Participate in clinical consultation with your team.
10. Liaise with our therapists regarding individual therapy.
11. Share any concerns or stresses
12. Challenge inappropriate practices
13. Keep professional boundaries in and outside of the work environment.
14. Be co-operative and open with colleagues and other professionals, sharing information or seeking assistance as appropriate.
15. Demonstrate a willingness to learn from others and from experience.
16. Participate in house meetings and team training.
17. Be part of the shift pattern process and flexible within reasonable boundaries in order to ensure necessary cover for all our homes across the organisation.

Continuing Personal Development:

1. Complete/attend mandatory training in a timely manner.
2. Complete accredited qualifications as dictated by regulations.
3. Attend and contribute to regular supervision and annual appraisal.
4. Maintain personal development through an interest in good practice and current issues related to care.

To carry out other duties as are required and as are commensurate with the grade of the post.

NB: All night staff are expected to be on waking duty for the whole period of the shift. Night staff are permitted to take a half hour break during the night to allow you to have food and drink but it is expected that you remain alert to the needs of the service users at all times. You will be paid the normal rate for this break.

Information given to you in the course of your job may not be divulged without the permission of the school to anyone other than the professional employees of the school.

This job description sets out the duties of the post at the time it was drawn up. Elements of this job description may be re-negotiated at the request of either party with the agreement of both as part of discussion at your support sessions and Annual Performance Agreement.

Person Specification

Job Title: Night Carer	Department: Care /ATC
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SPECIFICATION	ESSENTIAL	DESIRABLE
ATTAINMENTS: Education Academic Qualifications Professional Qualifications Work Experience		1. NVQ Level 3. 2. Minimum 1 year experience with children and young people. 3. Open water or activity based qualification. 4. First Aid qualification.
ABILITIES, SPECIAL APTITUDES: General Intelligence Subject Knowledge Facility with written words Manual Dexterity Computer Literate Ability to Learn Ability to Drive	1. Knowledge of child development. 2. Displays commitment to the protection and safeguarding young people. 3. Is reflective in their approach to working with young people. 4. Good communication skills.	1. Has up to date knowledge of legislation and guidance in relation to the children's home quality standards 2. Current driving licence.
APPEARANCE / PHYSICAL CHARACTERISTICS: Dress Speech Telephone Voice Manner	1. Good role model to colleagues and young people. 2. Professional manner.	
DISPOSITION: Leadership Stability Stress Tolerance Attitudes Dependability Determination Ability to cope with routine tasks Ability to get on with others	1. Works collaboratively and supportively with colleagues within the organisation and those within other organisations. 2. Is resilient, flexible, and patient and can work under pressure.	1. Can manage time effectively.
OTHERS (Please Specify)	To act therapeutically in accordance with ATC therapeutic competencies.	



As a member of our Team you are required to act therapeutically in accordance with ATC therapeutic competencies.

- To understand your role and how you contribute to our ATC mission, aims and objectives.
- To have a clear understanding of our children and the need for individualised care.
- To be able to observe the actions of people around us and notice internal and external dynamics to help formulate a hypothesis.
- To be able to accept 'not knowing' and allowing time for understanding.
- To have an awareness of boundaries and the importance to maintain these as well as the ability to share authority with all members of ATC.
- To be able to work in a creative/flexible way to provide space and time.
- To have a desire to learn, both experimentally and academically.
- To be emotionally open within ATC to enable the community to help address and solve problems.
- To communicate in a clear direct manner, listen and engage with others to promote understanding and growth.
- To be open to conscious and unconscious communication and how this can effect behaviour and communication.
- To be able to interact in a therapeutic manner, helping to link thoughts and feelings of others to underlying issues in a genuine approach.
- To be able to self-reflect and have an awareness of your own capabilities as well as continually being aware of responses to others.
- To have the ability to be able to manage stress and know your own limits.
- To be able to understand and hold onto difficult feelings for long enough to process their origin and find a solution.
- To be able to take ownership of your mistakes and maintain true to yourself.

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