



## Camphill Milton Keynes Communities

### Job description

**Job Title:** Waking Night Support Worker

**Reports to:** House Coordinator or Care and Support Services Manager

**Purpose:** To ensure residents receive high quality care and support during night hours in accordance with their assessed needs

To encourage and support the values and ways of working of Camphill Milton Keynes Communities

#### **Key Responsibilities:**

- Ensure residents experience a safe, healthy and purposeful environment, in accordance with CMKC policies and procedures, statutory requirements and residents' individual Support Plans.
- Support residents in making their own decisions and informed choices and assist them in promoting and maintaining their independence.
- Ensure information communicated to residents is accessible to them.
- Support residents with their personal care, toileting and mobility needs including, where required, support with moving and handling and the use of mobility aids and equipment.
- Monitor and respond to medical or health needs and, when authorised, administer medication safely and support therapeutic aims in accordance with Camphill MK's policies and procedures.
- Prepare healthy snacks and drinks with and for residents as directed in the Support Plan.
- Provide social and emotional support and appropriate intervention for distressed residents.
- Make and change beds and tidy bedrooms, launder bedding and towels of residents to a high standard in accordance with the Infection Control Policy.
- Support residents to maintain their tenancy and look after their home which they share with other people, e.g. complete domestic tasks and maintain a clean and safe home environment.
- Maintain accurate residents' daily reports; care, support and health monitoring and assessment documents; accident and incident reports; health and safety records, and communication systems clearly, accurately and timely.
- Ensure additional administrative systems and processes are maintained as requested by the House Coordinator or Care and Support Manager.
- Support people to maintain regular contacts with their own families and/or other significant individuals according to the person's wishes.



- Liaise with other agencies and colleagues as required, i.e. emergency services, on-call staff etc.
- Work unsupervised and take appropriate responsibility for the proper running of the shift.
- Ensure the security of the service during night hours.
- Ensure residents are aware of CMKC's safeguarding adults' procedures, comments and complaints procedures; document and report any incidents, accidents or complaints accordingly.

***Staff training and personal development:***

- Participate in supervision and staff appraisal.
- Attend staff meetings when required.
- Participate in on-going in-house and external professional and personal development activities.

***General:***

- Flexible and person centered approach to work as you will be required to work a rota, which includes nights, weekends, and Bank holidays.
- Work co-operatively as a member of a staff team, building professional working relationship with residents, colleagues, volunteers and relevant professionals.
- Promote equality of opportunity, a respect for diversity and anti-discriminatory practice.
- Represent CMKC in a positive and professional manner.
- Maintain appropriate confidentiality at all times
- Adhere to all CMKC policy and procedure.
- Comply with CMKC and Adult Social Care Workers Code of Conduct.
- Attend internal and external meetings, as required.
- To provide cover in other CMKC houses/services as required.
- To participate in trainings, meetings, personal development.
- Where required and authorised, to drive the company vehicles and to participate in ensuring the upkeep and maintenance of any such vehicles.
- Where required, be responsible for the maintenance and use of equipment within the service.
- To work in accordance with CMKC mission statement and statement of values.
- Undertake any other ad hoc Community development projects that may be required.



## Personal Specification: Waking Nights Support Worker

	<b>Essential:</b>	<b>Desirable:</b>
<b>Education, Knowledge and Experience</b>	<ul style="list-style-type: none"><li>• Relevant life experience and transferable skills</li><li>• Good numeracy and literacy skills</li><li>• Understanding of the principles of care practice</li><li>• Understanding of the principles of equality, diversity and anti-discriminatory practice</li><li>• Working knowledge of basic hygiene standards</li></ul>	<ul style="list-style-type: none"><li>• Care Certificate or Level 2 in Care or equivalent qualification</li><li>• Previous experience of working in social care with people with learning disabilities or other needs</li><li>• Experience of identifying support needs for people and maintaining records</li><li>• Working knowledge of risk assessment, health &amp; safety and safeguarding principles.</li><li>• Knowledge of moving and handling procedures</li><li>• Understanding of managing people with challenging needs and their behaviour.</li></ul>
<b>Abilities and Skills</b>	<ul style="list-style-type: none"><li>• Ability to proactively engage with residents</li><li>• Good written and verbal communication skills in English</li><li>• Ability to care for residents ensuring privacy, dignity and respect</li><li>• Ability to maintain professional boundaries at all times</li><li>• Ability to organise and prioritise workload to meet deadlines</li><li>• Good record keeping skills</li><li>• Good IT skills, such as Microsoft Office programmes.</li><li>• Ability to work on own initiative and as a team</li><li>• Ability to present clear written information, including oral presentation.</li></ul>	



	<ul style="list-style-type: none"><li>• Able to follow policy and procedures</li></ul>	
<b>Personal Characteristics</b>	<ul style="list-style-type: none"><li>• Ability to carry out the everyday duties of the role</li><li>• Ability to remain awake all night</li><li>• Empathy, caring and supportive attitude</li><li>• Capacity to engage with the values and principles of Camphill MK</li><li>• Commitment to a person centred approach which is focused on the needs of the people we support</li><li>• Commitment to ongoing personal development and training associated with the role</li></ul>	
<b>Service Specific Criteria</b>	<ul style="list-style-type: none"><li>• Ability to work unsociable hours on a rota shift basis, including weekends and public holidays</li><li>• Eligible to work in the UK</li><li>• A satisfactory DBS check with no barred listing</li></ul>	<ul style="list-style-type: none"><li>• Valid driving licence (no more than 3 points)</li></ul>