

JOB DESCRIPTION

Job Title:

Night Support Therapist

Reports to:

Senior Support Worker and House Manager

Main purpose of job:

The post holder is responsible for the welfare and support of Service Users who are resident within Small House Homes Ltd at night.

The post holder is responsible for maintaining the cleanliness and good order of the home.

Main responsibilities:

1. To ensure that they help meet the social, physical and psychological needs of the service user, according to the standards and guidelines of Small House Homes Ltd. This will include identifying the service users need.
2. To participate in and help to maintain routines that are aimed at helping the service user to learn to act in such a way as to be socially acceptable. To be pro-active in monitoring the development of progress of the service users and record relevant details to support this, in the relevant logs. This may include compiling records and statistical evidence for reviews.
3. To provide assistance to the service user in the administration of medication to help the service user to carry out this task with the minimum of support.
4. To ensure the welfare and safety of everyone at the home and to act on any discrepancy. To also bring to the attention of the homes manager, any other issues that require addressing to meet the quality standards of Small House Homes Ltd, or health and safety concerns and any other relevant legislation.
5. To use appropriate role-modelling behaviour for other staff and service users.
6. To be responsible for the cleanliness, care and security of the buildings, contents and grounds. To maintain the home to; and above, the expected level of cleanliness and hygiene. To also ensure that the home is "homely", comfortable and as far as possible, to uphold the choices of the service user in matters of decoration and suitable furnishings.
7. To be aware of and follow all procedures and guidelines laid down by the management of Small House Homes Ltd, the Commission for Social Care Inspection, Ofsted and the Health & Safety at Work Act 1974. This includes all record keeping as required by the homes manager and the Commission for Social Care Inspection, Ofsted, fire regulations, cleaning schedules and inspections, budgeting systems and house routines, all recording systems and call out procedures. This is not intended to be an exhaustive list.
8. To attend all staff meetings and training courses as required. This especially relates to the courses provided by Small House Homes Ltd, during the employee's probationary period and as and when there are any changes in legislation affecting working practice.



Direction:

1. To work within the overall framework of policies and procedures implemented by Small House Homes Ltd.
2. To work within an overall work plan agreed with the homes manager.
3. To be pro-active in seeking advice if an area of responsibility is unclear or not fully understood.

In general it is the duty of the post holder to undertake all support work with the sensitivity required to provide services in a way which will preserve the dignity, privacy, choice, independence, fulfilment and rights of the service user.

This is not an exhaustive list and you may at times be requested to carry out other duties as directed by the Registered Manager.



PERSON SPECIFICATION Small House Homes

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Managers will assess candidates against their ability to meet the essential requirements of the job.

Candidates should explain how they meet each of the numbered requirements within their application form and supporting statement.

| Attributes | Essential | Desirable |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Experience | | <ul style="list-style-type: none"> • Working in the field of Autistic Spectrum Disorders and challenging behaviour. |
| Qualifications and Training | <ul style="list-style-type: none"> • Willingness for continued learning including NVQ. | <ul style="list-style-type: none"> • NVQ 2 or 3 in Children and Young People or Adults. • Safeguarding Adult and Children Awareness. |
| Specific Knowledge and Skills | <ul style="list-style-type: none"> • Understanding of written and spoken English. • Ability to organise and prioritise own workload. • Ability to communicate effectively with family members, specialist services and colleagues. • Being able to work effectively as part of a team or as an individual. • Effective recording skills. • Sense of humour. • Understanding of basic human needs, physical, emotional and social. • Self awareness of own strengths and weaknesses. • Ability to cope working in a stressful environment and in emotional | <ul style="list-style-type: none"> • Experience working with vulnerable young people and adults. • Computer literacy. • Car driver. • Knowledge of the Children Act, Every Child Matters and other relevant legislation. • Knowledge of Valuing People and No Secrets. |



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| | situations. | |
| Health | <ul style="list-style-type: none"> The successful applicant will have an occupational health check prior to appointment, which must deem the individual fit for work. | |
| Criminal Records Check | <ul style="list-style-type: none"> Declare any convictions or cautions on the application form. | <ul style="list-style-type: none"> The applicant must have a satisfactory enhanced criminal records bureau check. (If employment is offered then obtaining an Enhanced CRB would become essential). |
| Other | <ul style="list-style-type: none"> Complete Employment history, including any reasons for gaps in employment. Able to work flexibly, including unsocial hours, weekends and bank holidays. | |

30th May 2007

