*Night Senior Support Worker*

Reports To: Homes Support Manager Grade: D

Supervises: Support Workers on shift

Main Purpose:

* To supervise, motivate and support the Support Workers on shift and ensure the delivery of the highest standards of care for all residents, both individually and in groups.
* To be based in Frances House and support the Night Nurse where appropriate in either house during the course of the night

Duties:

* Recognise that the nurse has overall responsibility for the shift and to undertake the following role:

1. Lead the non-clinical aspects of handover at Frances House when the Nurse is unavailable
2. To attend both evening handovers in Martha House and Frances House
3. Allocate nightly tasks at hand-over to the support worker team and manage the shift ensuring the support team complete tasks allocated to them professionally and within agreed time limits.
4. Ensure all tasks completed are logged onto PCS
5. Where identified the SSW will assist with the administration of medications as delegated by the Nurse on Duty.
   * SSW are expected to be deemed competent to administer medication via other routes as per competencies outlined within the medication policy.

* To assist the Nurse with any admissions and discharges for the following day including respite and hospital stays.
* To induct new agency support workers and support agency Nurses in the running of the shift
* Attend to the Resident’s physical needs in line with encouraging as high a degree of independence as possible
* Remain awake at all times to complete regular checks on residents and ensure that tasks allocated for the shift are done in a timely and efficient manner. Ensure all members of the team remain awake at all times.
* Assist the Nurse with any PEG feeds or maintenance in line with the competency document
* Address and report any concerns in the quality of care or safety of equipment
* Ensure all records are kept up to date and accurate including those of your key-working team
* Attend handovers, actively participating and supporting the Nurses in the allocation of the shift. This includes handing over any missed actions as flagged up by PCS.
* Assist with audits and stock checks as and when required
* Oversee the buddy programme, supporting buddies in their role and ensuring that new staff are fully supported during their probation period
* Support existing staff in developing and implementing new skills as appropriate
* Meet with the Registered Home Manager and Homes Manager on a regular basis in order to discuss Resident and Staff issues as appropriate
* Conduct formal supervision meetings for night support workers and provide accurate and relevant information to assist others to conduct supervisions and/or appraisals when required
* Prepare the feed pumps for the day ahead if required
* Ensure all suction machines are clean, charged and yankauers changed every night in both homes. Ensure weekly tube changes of the suction machines are completed.
* Stock up on Resident’s food supplements for the day ahead and adhere to stock rotation
* To clean and tidy the clinical rooms in both homes
* To complete a walk around with the incoming/outgoing Senior Support Worker to check on the Resident’s welfare. Also ensure all jobs have been completed and signed off. Check ‘must do’ actions on PCS and handover any that have been missed or not completed for any reason.
* Assess current bruise charts and provide the Nurse with any relevant information to help ensure these are completed
* Check emails and the house diary, highlighting anything that needs to be raised or actioned for the shift to the Nurse
* Check that the bowel charts and fluid charts are accurate for each Resident. Utilise the IPad in order to ensure an accurate handover to the Nurse
* Complete the night duty checklist on a weekly basis
* Lead by example by ensuring attendance to all mandatory training and meetings, encouraging others to do the same
* To advise line managers of any training needs identified in others
* Positively assist, support and interact with relatives friends and visitors to the homes
* Undertake any other reasonable duties as directed by the Nurse, Registered Home Manager or Homes Manager
* Work as a Support Worker when required to do so
* Follow the Martha Trust safeguarding Adults policy and procedures:
  + Remain vigilant, recognise and report any sign/risk of or incidence of abuse or neglect.
  + Report concerns of harm or poor practice that may lead to abuse or neglect.

**WORKING RELATIONSHIPS AND CONTACTS**

**Internal:**

All support staff and Registered Nurses and Home Management.

**External:**

Multidisciplinary Team including Occupational Health, Physiotherapist, Dieticians, GP Services and Care Management.

Residents next of kin and families.

**CHRISTIAN ETHOS AND VALUES**

The post holder must carry out all duties in a manner which is consistent with Martha Trust policies, procedures and practices, and to maintain at all times the Christian ethos and values of the organisation, ensuring, as far as possible, that all activities within the work setting are consistent with those values.

**CONFIDENTIALITY**

The post holder must ensure that any information relating to employees (future, current and past) or Service Users is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or managers.

**HEALTH AND SAFETY**

The post holder must be familiar with Martha Trust Health & Safety policies and guidelines as well as their legal responsibilities. All work should be undertaken so as to be consistent with these, and so as to ensure own health and safety, and that of others affected by their work.

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Working towards or completed NVQ 3 or equivalent | * Any other relevant qualifications |
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| **Knowledge** | * Good understanding of Client group * Good understanding of CQC’s Key lines of enquiry (KLOE) | * Understanding of medication and PEGs |
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| **Experience** | * Previous experience in the delivery of care to PMLD clients | * Previous experience in Supervisory role within the care sector * Working in care or care related field for a minimum of 2 years |
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| **Technical** | * Good understanding of CQC requirements * Good understanding of the electronic care planning system ‘PCS’ | * Good working knowledge of Microsoft Word |
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| **Work-based Skills** | * Good communication and interpersonal skills * Ability to work as part of a team * Be patient, diplomatic and sensitive * Ability to delegate and give clear instructions * Display rigorous confidentiality and maintain high level of professional boundaries | * Leadership skills * Have knowledge of Intensive Interaction methods of communication |
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| **General Skills/Attributes** | * Cheerful and positive attitude * Ability to motivate and lead a team | * Calm and professional demeanour |
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This job description and person specification is not exhaustive and amendments and additions may be required in line with future changes in the post holder duties.

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| Signed by Employee |  | Date |  |
| Signed by Manager |  | Date |  |
| Signed by Human Resources |  | Date |  |