



Role Profile

Job Title

Night Care Support Worker

Salary range	point 14
Contract	Permanent
Main location	Portland College
Hours and basis	7 on 7 off nights
Reports to	Night Supervisor
Date of issue	July 2021

Why Portland College needs this role

Portland College is a charity providing education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of small of campus sites in Nottinghamshire. 200 learners and citizens and 400 staff. The role supports the provision of safe person-centred care to learners and citizens who access our regulated residential services and Day Service.

What you will be doing

Key responsibilities:

- Ensure support, personal care and guidance are provided having regard to the Mental Capacity Act, Safeguarding, EDI/protected characteristics
- Offer high standards of personal care support in line with the individuals' person centred plan. To make sure healthcare/medical needs are met at all times, including medication administration.
- Monitor the well-being of learners/citizens and report any concerns without delay to the appropriate person
- Work in collaboration as part of a multi-disciplinary team to meet the care needs of the individual citizen
- Be delegated as a keyworker to an identified citizen/learner
- Attend mandatory/relevant training required to keep skills updated
- Support learners/citizens towards achieving their Person Centred Plan objectives
- Liaise with Care Support Workers, Service Coordinators and Registered Managers ensuring effective delivery across the college curriculum
- Administer medication and nutrition via PEG (when qualified)
- Support individual learners/citizens to attend curriculum and enrichment programmes in accordance with their expected outcomes and person centred plans
- Positively participate in learner/citizen reviews, providing feedback on their progress towards person centred plan objectives.
- Update learner/citizens care plans consistent with appropriate levels of night support and care needs
- Record and report all relevant customer information including
 - the care and support that you provide and assistance with medicines
 - changes to an individuals' condition or other concerns
 - faulty equipment or hazards in the service
 - response to emergencies, accidents and incidents
 - safeguarding matters following the college's procedures
 - contact with families or carers and other professionals
- Support and assist people who use our services in maintaining and developing personal relationships with family, friends and others of importance to their lives
- To drive a minibus if required and qualified to do so

Health and Safety

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for people who use our services.

This duty includes checking that any person entering Portland College has a right to do so and these visits are recorded in accordance with the college procedures. To support people who use our services who may



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exhibit challenging behaviours, safely and supportively, by using the skills and approved approaches learnt through training; promoting positive behaviour management.

Key results we want to see from this role

- Positive feedback from learners/citizens, co-workers and supervisors about the care and support you personally deliver
- Through work practice, demonstrate as a minimum, compliance with all regulatory standards and Portland College's quality standards to ensure a minimum of CQC Good rating
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Dimensions of the role

- You will be working with a team of highly motivated care staff and will work flexibly across the service to ensure the seamless delivery of person centred care plans and individual learning plans to all our citizens and their families
- You may be required to work in any one of the Registered services
- You will work flexibly within the expectations of the service shift patterns

Key work relationships

- Liaise with all stakeholders, internal and external across the College as part of day to day duties as care support tasks are performed. These will include but not limited to citizens, SMT, care department staff, other college department staff, parents, social workers, commissioners, etc.
- Observe confidentiality of clients' information
- Promote and maintain all aspects of good teamwork and take personal responsibility towards ensuring team's healthy functioning.
- Participate in the agreed system of appraisal and own performance review
- Positively interact with learners and citizens as part of everyday tasks.

Working Environment and Working Patterns

- Within the residential service areas, with periods of work within other College areas as required
- You will work flexibly within the expectations of the service shift patterns
- Agree to undertake additional care support activity as necessary involving additional paid hours in line with business needs.

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

The post holder is expected to undertake such other duties as the management may from time to time reasonably require. The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.