

## Night Child Care Officer

<b>Reports to:</b>	Ade Adepitan Short Break Centre Manager Deputy Manager		
<b>Department:</b>	Children Young People and Community Development – Early Years and Social Care	<b>Grade:</b>	Scale 5
<b>DBS Status:</b>	Enhanced and barred from working with children	<b>Politically restricted:</b>	No

### Job Purpose:

- Children and Young Peoples Services provides a service to diverse communities in the borough of Brent, and all aspects of service delivery must be underpinned by a commitment to equality and diversity; a positive identity and potential through individualised care of each child and young person to achieve positive outcomes.
- To be a professional member of a staff team responsible for the well being of children/young people, giving adequate support to maximise their dignity, independence, privacy and choice. To ensure the delivery of service within the aims of Every Disabled Child Matters, Children’s Homes Quality Standards together with the Children Homes Regulations 2015 the basis of the regulatory framework under the Care Standards Act 2000 – for the conduct of children’s home providers; and within the framework for Ofsted inspections.
- To make the short break an enjoyable experience for children and young people with autistic spectrum disorders, physical disabilities and complex health needs.

### Values

Collaborate proactively  
Lead inclusively  
Embrace change  
Be bold and curious  
Celebrate and share our success

### Job specific roles and responsibilities

1. The post holder must at all times carry out their duties with due regard to current legislation, Brent Council policies, procedures and guidelines, Children’s Homes Quality Standards (2015) and Statement of Purpose, ensuring where not met appropriate action taken.
2. The post holder must at all times take account of the principles of the child/young persons’ choice and consultation, and the maximum participation of the children/young persons and their parents / carers in all decisions affecting them.
3. To work at night under the guidance of the Shift Leader; to monitoring the individual child/young person’s during the night as required by their Placement Plan.
4. To carry out the intense monitoring of children and young people at the required intervals and consistently updating the records throughout the nights.

5. To ensure that monitoring equipment is used appropriately to safeguard children and young people and alert shift leader to any concerns.
  6. Assist children/young people in all areas of their personal care needs i.e. assisting with bathing and dressing, assisting with breakfast; ensuring privacy, dignity, gender and choice is always considered.
  7. To alert the Shift Leader and or management of any concerns they may have relating to the welfare of the children/young people.
  8. To ensure that some housekeeping duties are carried out i.e. laying table for children/young people's breakfast, washing and ironing laundry when required; to ensure the child/young person's bedroom is clean and tidy for when the day shift take over.
  9. To ensure that the children/young people are free from risk of harm and that night time is enjoyable and a positive experience.
  10. Undertake specific areas of responsibility during the night allocated to you by the Short Break Manager/Deputy which may include:
    - Positive Handling and Behaviour Management Plans
    - Administration of medication orally, via gastrostomy or nasal tube
    - Gastrostomy or nasal tube feeding
    - Use of suction machine for children / young person's unable to expectorate
    - Maintenance of tracheotomy tube

**N.B. Full certificated training by a Paediatric Community Nurse will be provided**
  11. Update children and young people's Personal Evacuation Plans.
  12. Prepare electronic written night and other reports relating to the child or young person or any events concerning their welfare; staff or unit environment, and where necessary to undertake other administrative records and tasks as required.
  13. Work in partnership and maintain effective channels of communication with out of hours Duty Services.
  14. Contribute to reports and meetings such as Child in Need Reviews, Person Centred Reviews and school reviews.
- PEOPLE**
15. Organise the night shift ensuring that the children/young people and staff are free from risk and that activity is enjoyable and a positive experience.
- PERSONAL**
16. To develop knowledge of the issues relating to learning/physical disabilities and develop skills in order to relate to children/young people who use the service.
  17. To have knowledge of child care legislation and keep abreast of current legislation and child care practices. To acquire knowledge of the Social Services provision and responsibilities, particular in relation to the children and young people's short break service.
  18. To maintain professional knowledge and competence through training, reading and other such activities through active participation in staff development programs, including regular self-assessment and ongoing self-development.
  19. Actively participate in team meetings and personal staff development programmes, including regular self-assessment and ongoing self-development under guidance from the post holder's supervisor. Identify appropriate points to seek supervision or advice and/or consult with other professionals.

20. Be flexible to work unsociable hours on rota pattern, to include weekends and Bank Holidays.
21. To be able to assist with lifting and manoeuvring disabled children/young people using appropriate aids and equipment.
22. Inform Manager immediately should bad practice be observed or alleged, or if any complaint is made by a child/young person or parent/carer; to ensure the responsible Social Worker is informed and the appropriate safe caring and child protection procedures are followed.
23. To develop a high standard of recording in relation to case records, report writing or any other written material.
24. To co-operate with the employer in carrying out any duty required as part of their normal duties.

### **RESOURCES**

25. To create a welcoming and stimulating setting with which children / young people can identify, incorporating the difference of culture, race, religion, disability and gender in all aspects of short break service.
26. To create and develop links between the Short Break Centre and local community, so that the children / young people can play a full an appropriate part in the life of the community.
27. To maintain a safe environment, complying with Health & Safety and other legal requirements
28. Encourage staff and children and young people to care for their surrounding and make best use of resources.
29. To ensure all equipment is used in good condition, and report to the Shift Leader any such defects.

### **OTHER PROVISIONS**

30. This position requires that post holders undertake an Enhanced DBS Check prior to employment and every three years thereafter.
31. The post holder will be expected to work on a rota basis which will include weekends and Bank Holidays.

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.

Undertake any other duties commensurate with the general level of responsibility of this post.

### **Essential Requirements (key skills & qualifications)**

#### **Knowledge and Qualifications**

- Level 3 Diploma for Residential Childcare or an equivalent qualification/or evidence that the candidate is in the process of completing the Diploma Level 3.
- Knowledge of relevant legislation including Children Act 1989, Guide to the Children's Homes Regulations including quality standards and, Children's Homes Regulation 2015, how they relate to Short Break Services
- Knowledge of child development and its impact on children/young people with disabilities

#### **Experience**

- Experience of working with children and young people with profound disabilities and Autistic Spectrum Disorders

## **Skills and Abilities**

- Ability to meet the needs of children/young people from a wide variety of backgrounds in a non-discriminatory manner
  - Ability to meet the holistic needs of children / young people with disabilities, and work creatively to provide person-centred services
  - Ability to implement knowledge of relevant legal framework and procedures relating to the care of the children/young person.
  - Able to proactively organise own workload to meet deadlines.
  - Ability to communicate with children and young people using appropriate communication methods
  - Ability to manoeuvre children/young people using the appropriate equipment.
  - Ability to maintain precise written case records.
  - Ability to articulate ideas and information in a concise and effective way.
  - Ability to do the laundry and iron clothing and linen
  - Ability to use appropriate protective clothing, cleaning materials and equipment
  - Ability to mentor under supervision, junior staff and students
  - Ability to participate in staff meetings, reviews and other such meetings.
  - Ability to work in partnership with other professionals
  - Ability to use supervision constructively, participating in ongoing personal development.
  - Ability or willingness to learn how to use Information Technology systems as they apply to the job
  - Numeracy skills
  - Willingness to administer:
    - medication and balanced nutritional supplement via Gastrostomy or nasal tube,
    - use suction machine for children/young people who require expectorating,
    - maintain tracheotomy tube, Stoma Care
- N.B. Full certificated training will be provided by a Community Paediatric Nurse**
- Ability to work shifts as per rota including weekends and Bank Holidays.

## **Desirable Criteria**

- An equivalent qualification in Nursing or Health and Social Care/or evidence that the candidate is in the process of completing the Diploma Level 3.
- Experience of working with children and young people with profound disabilities and Autistic Spectrum Disorders
- Ability to meet the holistic needs of children / young people with disabilities, and work creatively to provide person-centred services

- Ability to administer medication and balanced nutritional supplement via Gastrostomy or nasal tube.

**Overall Headcount**

A team of staff when shift leading in the absence of the Manager or Deputy

*Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs*