



<b>Job description</b>	
<b>Job title</b>	Night Care Assistant
<b>Grade</b>	E & Night Enhancement.
<b>Directorate</b>	Children's Social Care/ Residential Services
<b>Section/team</b>	Disability Short Break Service
<b>Accountable to</b>	Registered Manager
<b>Date reviewed</b>	March 2023

### **Purpose of the job**

To provide appropriate care, control and supervision to disabled children and young people at night. This will include providing personal care for children and young people and ensuring that they are safeguarded at all times.

### **Duties and responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

### **Assessment and Review**

1. To participate in the assessment of children and young people in collaboration with social work teams, carers and other agencies.
2. To formulate individual care plans and placement plans for children
3. To monitor and review individual action plans
4. To maintain appropriate records relating to children and young people and their families

### **Support**

1. To provide support to enable children and young people to be properly accommodated in residential placements or when receiving respite care, in accordance with statutory and departmental regulations.
2. To ensure that high quality support and guidance is given to children and young people to address their physical, social and emotional needs
3. To provide a range of individual support to children and young people including within family homes or within community resources, as appropriate.
4. To represent the interests of children and young people assisting in their contribution to the care planning process, consulting with parents /guardians as appropriate.



4. To compile and present up to date written reports upon request that reflects knowledge of the young person, legislation, policies and procedures.

### Team Work

1. To actively contribute to each team's overall task of service provision, review and development in line with quality standards
2. To participate and contribute to team meetings, training courses, staff development, supervision and PR&D sessions
3. To agree individual targets and action plans in consultation with the managers and senior staff.

### Resources

1. To participate in ensuring that the physical environment is maintained to the highest standard possible
2. To participate in ensuring that health and safety requirements are met within service provision, taking appropriate action where necessary.
3. To comply with the Council's Financial Procedure Rules.

### Health and safety

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger
- To follow required health & safety guidance e.g. as per Manual Handling Training Data Protection and Information Security
- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

### Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.



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- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can