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<b>Job Description</b>
<b>Night Duty Support Worker</b>
<p><b>Introduction</b></p> <p>Autism Initiatives is committed to working in partnership with the People Supported, their families, commissioners and others to provide a specialist, autism specific, person centred and outcome focussed service for people with Autism Spectrum conditions.</p> <p>All staff are expected to:</p> <ul style="list-style-type: none"> <li>• Work in the context of Autism Initiatives’ Vision, Mission and Philosophy and to use our ‘Five Point Star’ approach in order to support the People Supported in achieving their goals.</li> <li>• Work to develop their abilities in line with the Autism Initiatives Competency Framework.</li> <li>• Recognise the positive abilities of the People Supported and support our shared belief in lifelong learning.</li> <li>• Adhere to the Autism Initiatives’ Code of Conduct and the NI Social Care Council’s Code of Practice (NISCC), showing a high degree of professionalism, resilience, and a willingness to remain committed during particularly demanding times.</li> </ul>
<p><b>Location / Department</b></p> <p>Night duty support workers are usually recruited for specific locations and the People Supported, but <b><i>may also be required to work at other locations, either temporarily or permanently, or may be recruited for across services.</i></b></p>
<p><b>Line Manager</b></p> <p>Support workers are managed and supervised by the Service Manager/Team Leader where they are located, through the line management structure.</p>
<p><b>Main Duties and Responsibilities</b></p> <p>Night duty support workers are required to work within the mission and values of AI and the aims and objectives of the service. They should promote the People Supported independence by providing them with support, advice and assistance when necessary. They should be sensitive and responsive and will consult and involve the People Supported in all areas relating to their individual lives. The privacy, confidentiality, rights and responsibilities of the People Supported will be upheld at all times. Night duty support workers are required to work within AI policies, practices and procedures, codes of practice and all legislative and regulatory requirements, including RQIA and Supporting People standards at all times.</p>

**The Night Duty Support Worker main duties include:**

1. Receive a handover report from day staff.
2. Secure the house (some the People Supported may do this with support).
3. Undertake all required fire safety checks and unplug electrical equipment as required.
4. Support the People Supported in their preparations for bedtime, including required personal hygiene.
5. Remind or support the People Supported to use the toilet before they go to bed.
6. Undertake continence care of any the People Supported who requires this before going to bed and during the night.
7. Undertake required observations of the People Supported as per their care/support plan, especially if person has epilepsy, or other need for regular observation checks.
8. Ensure environment is safe during night with respect to lighting and clutter should a Person Supported get up during night to use bathroom or any other reason.
9. Maintain an environment that does not disturb the sleep of the People Supported.
10. Recording information on daily notes/paperwork as per procedure.
11. Undertake any other duties as directed by the Service Manager/Senior.
12. Present a handover to day staff.

**Night duty staff are also required to support the People Supported to undertake the following household duties as required, but staff may need to undertake some of these duties depending on the People Supported abilities:**

13. Brushing floors, emptying debris in the bin and mopping floors.
14. Cleaning bannister and skirting boards.
15. Sorting washing.
16. Bending and putting washing in the washing machine and tumble dryer.
17. Taking washing out of the washing machine.
18. Lifting dining room chairs on to dining room table.
19. Cleaning under the table.
20. Making the People Supported lunch.
21. Cleaning fridge out, including the shelves.
22. Emptying bins in the house and carrying the bin bags to the outside bin.

The above household tasks consist of a lot of lifting and bending.

**Other duties and responsibilities:**

1. Specifically take account of the choices, needs and wishes of each of the People Supported, involving them in their own plans and day to day decisions. Ensuring the People Supported needs are considered at all times, taking into consideration their autism and any other sensory, physical or learning disabilities, including personal care.
2. Together with the People Supported and members of the staff team, assess, plan, implement and evaluate individual plans in order to enhance and maximise the capabilities and independence of the People Supported and participate in reviews when required.
3. Take personal responsibility for learning about each the People Supported and the way autism affects them; for 'listening' to the individual; and for reflecting on own practice to continuously develop their own knowledge and skills.
4. Take responsibility to develop skills in autism practice and to work within the Autism Initiatives Way.
5. Register with NISCC within the first month of employment and be fully registered with NISCC before the end of the six month probation period and a copy of this certificate

sent to the HR department. Take responsibility for maintaining this registration, including annual fees and work within the NISCC code of Practice at all times.

6. Maintain the People Supported/Company Confidentiality at all times.
7. Be available to cover leave as required, including sickness and annual leave.
8. Ensure communication with the People Supported is appropriate and relevant to the individual and be committed to supporting the People Supported to develop their communication skills.
9. As far as possible, ensure that the People Supported and their families are involved and informed about aspects of their life within the home and local community.
10. Develop person centred working relationships with the People Supported, carrying out key worker / shift leader responsibilities in a professional manner and to deputise in the absence of the Senior/Team leader if required.
11. Undertake duties such as laundry, shopping, cleaning and cooking as required and support the People Supported to be included in these tasks as appropriate.
12. Maintain records of untoward incidents, accidents and near misses for the People Supported and employees in accordance with company policies and procedures and report any maintenance requirements.
13. Ensure that transport requirements are assessed and available to meet the needs of the People Supported.
14. Ensure that personal belongings of the People Supported are treated with respect.
15. Where relevant and following a referral, to support the People Supported through transition and assist the People Supported to settle in their new home and to assess their skills and needs as appropriate.
16. Any other duties as reasonably requested.
17. Support the People Supported in their daily lives through:
  - Assisting them to develop and maintain a high standard of personal hygiene and appearance.
  - Supporting them to make appropriate choices regarding their nutritional needs.
  - To order, store and administer medication in accordance with the People Supported needs and their Kardex, whilst complying with AI's medication policy and procedures.
  - Accompanying the People Supported to the dentist, doctor, hairdresser, and other appointments as appropriate.
  - Reporting to managers *any* concerns regarding the People Supported welfare including health and safety issues and or safeguarding concerns and ensuring their environment is safe and responsive to individual needs.
  - To monitor the health and well-being of the People Supported in liaison with other relevant professionals and keep required records of this.
  - Supporting the People Supported in their basic care needs such as bathing, dressing, shaving, and assisting them to learn self care and with direct support where required.
  - Actively encouraging and supporting leisure and meaningful activities both inside and outside of the home, in accordance with individual People Supported interests, choices, needs and care/support plans. This may include going swimming or going for walks etc.
  - Accompanying the People Supported on trips and holidays away when required.
  - Ensuring the home environment is secure, clean and well presented, undertaking domestic chores and relevant checks as necessary.
  - To handle petty cash/the People Supported monies according to AI procedures and to assist with records and returns as required in respect of this area.
  - Adhering to all safeguarding requirements and any procedures aimed at the protection of vulnerable adults.
  - Using 'Positive Intervention Support Planning' to support the People Supported in managing their own challenging behaviours in accordance with their care/support

plans.

- Assist in planning and pursuing agreed strategies to support and alleviate behaviour that presents challenge within the service.
- Understanding the importance of a the People Supported working file and plans, and using these effectively and professionally to inform practice on a daily basis.
- Recording accurately and professionally in line with national standards, Autism Initiatives requirements and the Five Point Star approach and keep appropriate records on all matters relating to the operation of the home.
- Attending and participating in all meetings and training as required, including own supervisions, appraisals, new employee assessments and team meetings etc.
- Working with managers to identify needs and access relevant learning and development opportunities and share that learning with others.
- Working as part of a team, sharing responsibility fairly and being supportive of others, promoting a team approach and being courteous to all team members and visitors.
- Supporting colleagues in difficult, or potentially difficult situations within the workplace, at all times, promoting an non-discriminatory, harmonious working environment.
- Assisting in the induction / training of new staff as required.
- To provide written reports to your line manager as required.

It is the nature of the work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. The post holder will therefore be expected to work in a flexible way when the occasion arises that tasks, which are not specifically covered in their job description, have to be undertaken.

These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work.

The job description may also be reviewed in light of changing service, or the People Supported needs, developments in the Company, or due to legislative or regulatory requirements or in consultation with the post holder.

This job description is not definitive and may vary.

**September 2024**

## **JOB CRITERIA**

### Essential Criteria

- Working, voluntary or personal knowledge of providing care and/or support.
- Be flexible to work on a rota basis that includes unsocial hours and weekends.
- NISCC registered or apply to register on appointment.

### Desirable:

- A full UK Driving Licence to be held for a minimum of one year.

The Company reserves the right to enhance the desirable criteria for the above position to facilitate short listing, if required.

## Terms and Conditions

<b>Post:</b>	Night Duty Support Worker
<b>Hours:</b>	As per contract.
<b>Salary:</b>	As per contract.
<b>Leave:</b>	23 Days Annual Leave per year (pro-rata, based on full time hours).
<b>Bank Holidays:</b>	10 Days per year (pro-rata).
<b>Probation:</b>	6 Months, 12 week assessment process.
<b>Occupational Health Benefit:</b>	The organisation operates an Occupation Health Benefit scheme.
<b>Pension:</b>	Auto Enrolment after 90 days from commencement of employment.
<b>Equal Opportunities:</b>	Autism Initiatives is committed to equal opportunities and as such welcomes applications from all sections of the community.

As well as an extensive induction and training and development programme you will be appointed with a *'buddy'* who will mentor you during your probation period. We also offer enhanced benefits based on length of service for annual leave, sickness and maternity.

*Refer a Friend for employment with us and if appointed, you and your friend could receive up to £200 each. Contact HR for further details.*