

Job Description

Job Title: Waking Night Support Worker

Department: Services

Place of work: Scotland

Reports to: Team Leader

Employees managed: None

Purpose of job

The Waking Night Support Worker must be able to undertake all daily activities and routines of the service, which include direct service user contact, household tasks and administrative procedures. The Waking Night Support Worker will be expected to establish and maintain high standards of social care practice within the organisation. Staff at this level must be able to work on their own initiative and be able to plan and organise daily activities and routines for themselves and others.

Principal contacts:

Internal Autism Initiatives Staff and Management Team

External External Agencies, Statutory Bodies, Parents and Carers

Main duties and responsibilities:

- Action support and care plans devised from person-centred plan.
- Be responsible for the basic care of the service users e.g. bathing, dressing and a general overview of their practical needs.
- Take responsibility for planning, organising, training and development through goal planning.
- Develop an understanding and experience of behaviours of concern.
- Write reports, as directed, also undertake a keyworker role to the service users.
- Submit written information on service users and monitor the service user's progress. Reports should be written up when necessary for use at case reviews, which the Waking Night Support Worker is expected to attend.
- To administer medication to the service users in accordance with their General Practitioner's wishes and recognised procedures.
- To ensure the health, safety and wellbeing of the service user at all times and maintain high standards of personal appearance and personal hygiene for the service user.
- To report to the Team Leader, or other designated senior members of staff, if problems arise regarding health, behaviour and general welfare of the service users.
- To ensure confidentiality is maintained to a very high standard at all times.

- Support service users appropriately in any leisure activity or social function e.g. swimming, clubs, special interest groups etc.
- Work as part of a team, attending regular team meetings.
- Be responsible for identifying your own development needs and communicating them to the Team Leader via supervisions.
- To become involved in staff training and attend courses where appropriate. To provide feedback to other members of staff information and knowledge gained from training.
- Opportunities may arise to escort service users on an annual holiday or occasional short breaks throughout the year.

As an employee of Autism Initiatives the post holder will also be expected to:

- ❖ Achieve and maintain appropriate registration with the Scottish Social Services Council (SSSC) within 6 months of commencement of employment.
- ❖ Hold, or be willing to achieve, an appropriate qualification to meet the SSSC's registration requirements within 5 years of commencement of employment.
- ❖ Understand and work within the SSSC's Codes of Practice and Registration Rules.
- ❖ Contribute to the maintenance of a safe and healthy working environment.
- ❖ Successfully complete induction training and probationary targets.
- ❖ Contribute to the protection of individuals from abuse (sexual, emotional, physical, and financial).
- ❖ Positively promote professional and communicative relationships within the organisation, with colleagues, with other professionals and agencies, with families and the wider community.
- ❖ Positively promote the organisation, its services and the needs of people with autism in general.
- ❖ Fully participate in systems which ensure full attention to confidentiality, equal opportunity and anti-discriminatory practice.
- ❖ Seek to maintain and develop their own understanding of autism, its implications and appropriate interventions.
- ❖ Seek to develop own skills and undertake training as required by post.
- ❖ Promote professional standards of service delivery in accordance with policies and procedures.
- ❖ Ensure that all administrative functions appropriate to the post are carried out in accordance with stated policy and procedure and that appropriate records are maintained.
- ❖ Work with and contribute to the appropriate support of volunteers.
- ❖ Mentoring, guidance and support other staff with similar responsibilities.

These key tasks are not intended to be exhaustive but highlight a number of the major tasks and responsibilities of the post.



It is the nature of the work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore 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. If the additional responsibility or task becomes a regular or frequent aspect of the job, it will be included in the job description in consultation with that post holder.

The job description may also be reviewed in light of changing service needs or developments in consultation with the post holder.

To complete any other duties and responsibilities when requested, which are commensurate with this role.

| Person Specification |
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| Waking Night Support Worker |
| <p><u>Essential:</u></p> <ul style="list-style-type: none"> • Understanding of what 'a person centred approach' means • Awareness of Autism Spectrum Conditions • Ability to work effectively as part of a team • Ability to work on own initiative • Flexibility and adaptability to change • Excellent communication skills • Ability to understand and complete relevant documents and reports • Professional standards and positive attitude • Willingness to learn and develop • To achieve and maintain appropriate registration with the Scottish Social Services Council (SSSC) within 6 months of commencement of employment. • Hold, or be willing to achieve, a relevant qualification to meet the registration requirements of the Scottish Social Services Council. |
| <p><u>Desirable</u></p> <ul style="list-style-type: none"> • UK driving licence • IT skills • Interests and skills compatible with the outcomes for our service users |