



# Waking Night Support Worker

## Shore House

### Job Description

Ref: 792

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## Job Summary

Two Waking Night Support Workers are responsible for the safety and security of Shore House between 10pm-8.35 am, ensuring that the clients are well-supported, the building is safe, and that reasonable noise levels are maintained.

The Waking Night Support Workers will provide person-centred support, assess risk, manage incidents and ensure the safety and wellbeing of all residents throughout the night.

Waking Night Support Workers must remain awake for the duration of the shift.

## Responsible to

- Project Manager and through line management to the Trust's Board of Management

## Significant Working Relationships:

- a) Residents
- b) Brighton Housing Trust staff
- c) Relevant statutory and voluntary organisations

## Duties / Responsibilities

### Service and support tasks include:

1. To offer informal and practical support to residents to ensure that they feel safe and secure within the project and are treated with dignity and respect.
2. To administer medication to residents – you will receive thorough training in this.
3. To use a positive, empowering, recovery focused approach in all client work.
4. To support service support workers in the implementation of individual resident's plans.
5. To work alongside Sussex Partnership NHS Foundation Trust and out-of-hours support and/or emergency services.

6. To provide responsive sensitive and proportionate support to residents in the event of incident or crisis.
7. To undertake the practical delivery of the project whilst on shift including:
  - a) Working within BHT policies and procedures.
  - b) Ensuring that residents are safe throughout the night.
  - c) Managing behaviour which jeopardises the aims or safety of the project.
  - d) Ensuring the building and all communal areas are clean, including kitchen white goods (cookers, fridges, and microwaves), and encouraging residents to take responsibility for keeping their personal space and communal areas clean
  - e) Regularly monitoring all areas of the premises, ensuring security and safety procedures are adhered to.
8. To use BHT client database to maintain professional casework files and to fulfil monitoring requirements.
9. To use Microsoft office programs including MS Word, Outlook and Excel.
10. To undertake manual and computerised administration tasks such as filing, photocopying and the upkeep of statistics.
11. To work in accordance with Medication Policy and Procedure (Medication training given)

### **General:**

12. Cleaning communal areas of the property including office space, or supporting residents to clean and maintain health and safety and hygiene standards.
13. Attendance and participation in team and other meetings as required by the Manager.
14. Attendance and engagement in supervision, annual appraisal and in undertaking appropriate training.
15. To work in accordance with BHT policy and procedure and to carry out duties with due regard to these.
16. To undertake such duties appropriate to the grade and character of the work as may be reasonably required.
17. To remain awake throughout the duration of the shift, including during rest break/s.

**It is the duty and responsibility of each employee to familiarise and comply with, Brighton Housing Trust's health and safety policies and procedures. You are responsible for taking care of yourself to avoid injury to yourself and other persons who may be affected by your acts or omissions at work. You will be required to co-operate with BHT and others in meeting statutory requirements.**

**No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.**