

Job Summary

Two Waking Night Support Workers are responsible for the safety and security of Phase One between 10pm - 8.30 am, ensuring that the building is safe, the clients are well-supported and that reasonable behaviour levels are maintained.

The Waking Night Support Workers will assess risk, manage incidents, and provide person-centred support to 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

- Deputy Manager
- Operational Manager
- And through line management to the Trust's Board of Management

Significant Working Relationships:

- a) Residents
- b) BHT Sussex 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 use a non-judgemental, positive, empowering, and recovery focused approach in all client-related work.
3. To work alongside out-of-hours support and/or emergency services.
4. To provide responsive sensitive and proportionate support to residents in the event of incident or crisis.
5. To undertake the practical delivery of the project whilst on shift including:

- a) Working within BHT Sussex 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 communal areas and encouraging residents to take responsibility for keeping their personal space clean.
 - e) Regularly monitoring all areas of the premises, ensuring security and safety procedures are adhered to.
6. To use internal database for record keeping and monitoring.
 7. To use Microsoft office programs including MS Word, Outlook.
 8. To undertake manual and computerised administration tasks such as filing, photocopying.

General:

9. Cleaning communal areas of the property including office space, and/or supporting residents to clean and maintain health and safety and hygiene standards.
10. Attendance and participation in team and other meetings as required by the manager. To contribute positively to teamwork, supporting colleagues and being prepared to receive support as necessary.
11. To act flexibly, within reasonable grounds, in order to ensure the necessary cover for a residential project.
12. Attendance and engagement in supervision, annual appraisal and in undertaking appropriate training.
13. To work in accordance with BHT Sussex policy and procedure and to carry out duties with due regard to these.
14. To undertake such duties appropriate to the grade and character of the work as may be reasonably required.
15. To carry out all duties within the spirit and requirements of the BHT Sussex Equality and Diversity policy, actively promoting equality issues and seeking to challenge and overcome disadvantage and discrimination.
16. 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, BHT Sussex'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 Sussex and others in meeting statutory requirements.

For confidentiality and data security: whilst working for BHT Sussex you may gain knowledge of confidential matters which may include manual, electronic personal and medical information about our Board Members, Staff, clients, residents or third-party contacts. Such information must be considered strictly confidential and must only be used for the purpose for which it was obtained for. Failure to observe BHT Sussex's GDPR & Data Protection policies and procedures could lead to disciplinary action. In addition, you must comply and handle personal data securely in accordance with BHT Sussex's policies and procedures, including the IT Security Policy and Computer Use Policy.

Adherence to and ensure compliance with BHT Sussex's Safeguarding Policy and Procedure at all times. If, in the course of carrying out the duties of your role, you become aware of any actual or potential risk(s) to the safety or welfare of clients, these concerns must be reported to your line manager in the first instance.

Actively promote and live out BHT Sussex values of 'Inspiring Change'; 'Delivering Excellence'; 'Empowering People'; 'Being Accountable' and 'Collaboration'.

To assist with identifying and reviewing strategic risk, and to be responsible for the management of specific risks delegated to you from time to time.

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.