



## **JOB DESCRIPTION**

|                        |   |
|------------------------|---|
| <b>POST:</b>           | Night Support Assistant                             |
| <b>LOCATION:</b>       | Runcorn, Cheshire                                   |
| <b>RESPONSIBLE TO:</b> | Service Co-ordinator (or nominee)                   |
| <b>DBS CHECK:</b>      | This post is subject to Adult Workforce Regulations |

### **JOB PURPOSE:**

To improve the lives of people using our service by providing direct support services to an individual or groups of individuals. This includes being a point of contact with referring agents and partnership agencies to ensure effective liaison arrangements with respect to individual support are continued and enhanced.

### **KEY RESPONSIBILITIES**

#### **DELIVERING SERVICE**

- Work with people offering supported opportunities for them to improve their quality of life, develop their skills and make decisions about their future.
- Act as individual 'Keyworker' to a group of identified people, taking lead responsibility within P3 (and acting as lead contact with other services) for the co-ordination and delivery of their support.
- Work within P3's policies and style of operation - this will include tasks and day to day decision making.
- Provide an effective and responsive supportive service.
- Providing general practical and emotional support to people using our services in order to promote their independence and recovery.
- Participate in assessing and reviewing future resettlement and support needs and in identifying and co-ordinating internal and external services.
- Responding appropriately to chaotic and challenging behaviour to promote the well-being of people using our services and staff.

- Participate in the staff team provision of individual support and needs assessment, including risk assessment, advice, emotional support and practical assistance.
- Keep appropriate records on interventions with people using our services and inform other staff of relevant issues.
- Encourage people involvement in the development and operation of the service, facilitating appropriate consultation and participation.
- Facilitate regular consultation and action to enable people using our services to make decisions concerning their resettlement options with a view to independent living.
- Assist in arranging appointments with relevant professionals e.g. Social Workers, Probation Officers, Medical Staff.
- Provide advice and assistance to people on personal budgeting, debt management and claims for welfare benefits.
- Provide a non-specialist support service with regards to prompting people using our services (where appropriate), to take prescribed medication on a day to day basis.
- Where necessary prompt and encourage people in relation to personal hygiene and personal appearance.
- Participate in 24 hour rota to ensure adequate cover is maintained for service delivery, where appropriate.
- Share responsibility for the effective use of information systems and procedures regarding people and other records, eg finance and staff communications.

## **TEAM WORK**

- Be a member of the staff team working to provide a safe, sound and supportive environment.
- Participate, with other staff, in providing a broad range of activities and services (which take into account individual people's circumstances and preferences) aimed at enabling people to live with reducing levels of support when appropriate.

## **QUALITY**

- Deal with complaints in accordance with P3's agreed procedures.
- Ensure the service meets the quality agenda as set out by funders and continually strive to improve service delivery.

- Share responsibility for good health and safety practices, including participating in fire drills and risk assessments, reporting to line-management any matters of concern and attend health and safety training.
- Ensure effective liaison with the Health and Safety Officer wherever necessary.

## **DEVELOPMENT**

- Undertake the Staff Induction Programme, and assist, as requested, in the induction and training of new staff, students and volunteers.
- Participate in staff meetings, supervision meetings, training, team development sessions and other meetings as required, reporting back to the team as appropriate.
- To undertake training e.g. through attendance of formal courses.

## **DELIVERING EQUALITY**

- Foster the equality, diversity and rights of others by ensuring people are respected and valued as individuals
- Promote the rights and needs of people who use P3 services in the community.
- Work within the framework of P3's equality and diversity policy at all times.

## **OTHER**

- Undertake such other duties and specialisms, as may be required from time to time to maintain or enhance P3's services.
- The employee may on occasions, and in necessary circumstances, be called upon to undertake work in other locations in order to ensure P3's obligations to people are fulfilled.
- Undertake all duties in accordance with all P3 policies and work towards their continuing development and implementation.

All job descriptions are subject to periodic review.

This job description covers the range of duties required. It is P3 policy to, wherever possible, reach agreement on changes, however if this is not possible, P3 reserves the right to change the job description in line with the needs of the organisation.

**P3**  
**PERSON SPECIFICATION**  
**Personal Support Assistant**

|  | <b>Essential</b>   | <b>Desirable</b> |
|--|--|------------------|
| <p><b>Values</b><br/>           Must be able to demonstrate the following values;</p> <ul style="list-style-type: none"> <li>• A commitment to People Shaping P3. Involving people who we work alongside with in developing and improving the quality of our services</li> <li>• Promotion of equality of opportunity for people who have experienced oppression and disadvantage in their life opportunities.</li> <li>• Recognise and value all aspects of diversity</li> <li>• Understanding of and commitment to the importance of accessing training, learning and development opportunities</li> <li>• Understanding of those who use our services being enabled to have greater opportunities to exercise their rights</li> </ul> | <p style="text-align: center;">✓</p> |                  |
| <p><b>Experience</b><br/>           It is <b>essential</b> that you are able to demonstrate experience of one of the following:</p> <ul style="list-style-type: none"> <li>• At least one years professional experience of working with vulnerable adults.</li> </ul> <p>OR:</p> <ul style="list-style-type: none"> <li>• Relevant personal experience.</li> </ul> <p>OR:</p> <ul style="list-style-type: none"> <li>• At least three years experience of providing care and/or support services within another social care setting.</li> </ul>  | <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>   |                  |

|  |   |                            |
|--|---|----------------------------|
| <p><b>Knowledge and Understanding</b></p> <ul style="list-style-type: none"> <li>• Must have a sound understanding of the support needs of people who use our services</li> <li>• An understanding of Local Authority Regulations</li> <li>• Knowledge of issues surrounding alcohol and substance misuse.</li> <li>• Knowledge of benefits system</li> <li>• Knowledge and understanding of housing provision</li> <li>• Knowledge and understanding of external partner agencies</li> <li>• Basic understanding of computers</li> </ul>                    | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> |
| <p><b>Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Able to work on own initiative</li> <li>• Able to work as an integral member of a team</li> <li>• Must be able to establish and maintain constructive relationships with a wide range of people including providers in external agencies</li> <li>• Must demonstrate effective interpersonal and communication skills</li> <li>• Must have ability to maintain accurate records</li> <li>• Must be able to respond flexibly to the needs of people using our services</li> </ul> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |                            |
| <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• NVQ/QCF Level 2 or 3 in a social care field</li> <li>• There must be substantial evidence of commitment to personal and career development relevant to the post.</li> </ul>  | <p>✓</p>  | <p>✓</p>                   |