

Job Title	Waking Night Residential Living Support Staff – Job Description
Responsible to	Deputy Residential Manager
Staff Reporting directly to this post	None
Service Aims	<p>The Lodge Trust aims to provide services for adults with learning disabilities which promote Christian virtues and values.</p> <p>The staff group will support residents to develop their potential, encouraging them with appropriate support to develop all aspects of their individuality.</p>
Role	<ul style="list-style-type: none"> <li>• In association with the house Senior to provide a homely and safe environment for all residents</li> <li>• To comply with the Care Standards for adults with learning disabilities</li> <li>• To work according to the values and policies of The Lodge Trust CIO, and in particular the objectives of the house, in supporting the development of individual and group needs of the people living there.</li> <li>• To support the events and developments of the organisation</li> </ul>
Responsibilities and Duties	<p><b>Residents:</b></p> <ul style="list-style-type: none"> <li>• To support the house Senior to assess, plan, implement and evaluate resident holistic support needs</li> <li>• To respect the individuality and dignity of each resident</li> <li>• To ensure a high standard of personal care for each resident including matters of hygiene and physical well-being</li> <li>• To be aware of the emotional needs and aspirations of each resident</li> <li>• To ensure a safe and secure environment for the residents and to take appropriate action in the event of an emergency</li> <li>• To attend to individual needs throughout the night as necessary</li> <li>• To ensure proper care and accountability is taken for the possessions of residents</li> <li>• To safely administer and record drugs and medication in accordance with Policy</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>• To work as a member of the residential team in the support of the residents</li> <li>• To provide cover, support and co-operate with the other team members</li> <li>• To communicate and work together as part of a co-ordinated group in the interests of the residents</li> </ul> <p><b>Home:</b></p> <ul style="list-style-type: none"> <li>• To carry out domestic tasks including washing, ironing, cooking, and cleaning</li> <li>• To record accurately and efficiently any necessary information</li> <li>• To support the house Senior to ensure that all home developments are in line with residents’ choice and in keeping with the style of home</li> <li>• To participate and contribute in regular Support and Supervision and Annual Review and Development Meetings</li> </ul> <p><b>Health and Safety:</b></p> <ul style="list-style-type: none"> <li>• To implement all aspects of the H&amp;S Policy as applicable to the home</li> <li>• To be familiar with all accident, emergency, fire and on-call procedures</li> <li>• To take all steps necessary to ensure the prevention and control of infection.</li> <li>• To ensure that the working environment is a non-smoking environment</li> <li>• To ensure a safe working environment at all times</li> </ul> <p><b>Administration:</b></p> <ul style="list-style-type: none"> <li>• To carry out agreed delegated tasks from the house Senior or Deputy Manager</li> <li>• To attend relevant meetings, e.g. Lodge Meeting, Team Meeting, etc.</li> <li>• To attend training courses for your personal development</li> <li>• To maintain confidentiality as required</li> </ul>
Entitlements	Holidays, Terms and Conditions and Salary – see contract of employment.

Job Title	Waking Night Residential Care Support Staff – Person Specification	
	Essential	Desirable
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• Care Certificate, NVQ2 in Care (or equivalent) or be prepared to work towards the qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Accredited/Appointed First Aid qualification</li> <li>• Food hygiene qualification</li> <li>• A moving and handling certificate</li> <li>• Knowledge of Care Standards</li> <li>• Knowledge of Valuing People</li> <li>• knowledge of relevant syndromes</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Effective verbal and written communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Worked in an appropriate field of learning disability</li> <li>• Worked in a team</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Able to support service users in a person centred way including providing intimate personal care when and where necessary</li> <li>• Able to advocate for people with learning disabilities</li> <li>• Aware of Health and Safety implications and responsibilities</li> <li>• Able to administrate and plan</li> <li>• Able to work under pressure</li> <li>• Able to use initiative, make decisions and respond appropriately in an emergency</li> <li>• Able to use IT efficiently for record keeping</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge and/or skills in some area of learning disability services</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• An attitude towards others based on respect, dignity and equality.</li> <li>• Ability to work under pressure using initiative and often alone.</li> <li>• Able to agree to the Christian ethos and Doctrinal Basis of The Lodge Trust CIO</li> <li>• Able to maintain confidentiality</li> <li>• Willing to learn</li> <li>• Flexible in approach to change</li> <li>• Flexible in being able to cover for absence within the team</li> <li>• Physical and mental health acceptable for the role</li> <li>• Reliable and punctual</li> <li>• Able to work as a part of a team</li> <li>• Possess a good sense of humour</li> </ul>	