

## **Job Description & Person Specification**

**Job title:** Nightshift Co-Ordinator  
**Responsible to:** Head of Intensive Support & ThroughCare

### **Job Description**

#### **Purpose:**

The Night Care Co-ordinator will manage a team of night care staff who will provide a key monitoring role in relation to the care and control of young people, responding to incidents, resolving conflict and supporting young people. The Night Care Co-ordinator will also support the development and practice of night care staff.

The Night Care Co-ordinator will manage the care and support to young people in a safe, secure and positive environment; ensure that the work is in keeping with legislative, organisational and procedural requirements, and current good practice and guidance.

The Night Care Co-ordinator will lead and supervise individuals and the team to achieve agreed work plans and objectives, and ensure appropriate opportunities are given to enable individuals to maximise performance.

The Night Care Co-ordinator will uphold and promote the Christian ethos and values of the establishment.

#### **Main Duties:**

1. Effectively support the development, maintenance and monitoring of systems and structures which reflect values and ethics inherent in the Code of Practice for Employers and Code of Conduct for Staff as published by the Scottish Social Services Council.
2. Promote the management of a service which meets the best possible outcomes for young people.
3. Manage the service of the secure unit at nights, undertaking the lead role in liaison with the senior on-call and external agencies, as appropriate.
4. Manage the performance of staff so that work plans and objectives are achieved.
5. As required, contribute to the selection and recruitment of staff to meet service requirements and with due regard to legislation, current good practice and organisational policies and procedures.
6. Promote the development of the team and individuals to enhance their performance.
7. Ensure the care environment effectively meets the physical, social and emotional needs of young people.
8. Effectively support and contribute to the management of continuous quality improvement which reflects current good practice and ensure compliance with Care Commission advice and recommendations.
9. Promote the development, maintenance and monitoring of a safe working environment.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>You must possess an HNC and/or SVQ in Care at Level 3, and a Diploma in Social Work or equivalent is desirable.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>You will be an experienced residential childcare practitioner and you will have experience of mentoring, supporting and line managing individuals and preferably teams, in residential child care or secure care settings.</li> </ul>	
<b>Professional Registration</b>	<ul style="list-style-type: none"> <li>To maintain registration within employment/to register with the Scottish Social Services Council (SSSC) under the 'Residential Child Care Workers with Supervisory Responsibilities' category within the first six months of commencement in role. This is a legal requirement within the Care sector for individuals to be registered under the correct category within the six month timescale of the commencement of employment.</li> </ul>	
<b>Professional Qualities</b>	<ul style="list-style-type: none"> <li>You will possess capabilities in relation to the management of a group of staff with reference to the policies and procedures of the organisation and the Code of Practice for Employers and Code of Conduct for Staff as published by the Scottish Social Services Council;</li> <li>Assisting in the management of strategies to develop the skills and competences of staff;</li> <li>Undertaking duties related to financial budgets and staff rotas, as required;</li> <li>Ensuring that the principles of safe care are implemented for individual service users and</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of the importance of being a good role model for our young people</li> <li>An understanding of the needs of different young people</li> <li>Good time management and organisational skills</li> </ul>

	<p>others;</p> <ul style="list-style-type: none"> <li>• Assisting in the management of staff and resources to promote the best possible outcomes for young people.</li> </ul>	
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• You will be flexible and imaginative in dealing with challenging situations;</li> <li>• Be able to listen sympathetically, correctly responding to concerns, motives and feelings of others;</li> <li>• Have an open mindedness and flexibility in dealing with situations;</li> <li>• Have an emotional awareness of yourself and others</li> <li>• Be able to take responsibility for your own actions and effectively use your own initiative.</li> <li>• Have confidence in your own judgement and professional practice</li> <li>• Be assertive and effective in leadership and have the confidence to contribute effectively to management planning and decision-making.</li> </ul>	<ul style="list-style-type: none"> <li>• You must be interested in learning and demonstrate a willingness to be flexible and creative</li> <li>• Patience, respect and empathy</li> <li>• Good listener and attentiveness</li> <li>• A non-judgemental attitude and open-mindedness.</li> </ul>