



Shift Leader - Awake Night Duty, Russets Respite Service

Salary: Band 7, £31,067 to £35,235 per annum (**£16,792 to £19,045** pro-rata for 20 hours) plus 33% shift allowance

20 hours: **Part time**, every other weekend, 21:30 to 07:30 (averages to 20 hours per week), with additional hours optional to cover absence

Portsmouth City Council is committed to safeguarding and promoting the welfare of 'adults at risk' and expects all staff and volunteers to share this commitment.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

The Service

Russets is a purpose-built service based in Hilsea (Portsmouth) that provides respite care for adults who have learning disabilities, physical disabilities, autism and live within the area of Portsmouth. In addition to this Russets also provide adults with a learning disability with residential accommodation. Russets is the only unit of its kind in Portsmouth. We are fully committed as a team and are involved in all aspects of our resident's lives. It can be mentally and physically strenuous but rewarding for the right person with the right skills and values. We provide person-centred care to our residents and encourage them to make choices as part of helping them maintain their independence as much as possible.

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference.

What is the role?

You will lead a team of two-night care assistants (minimum) in looking after the care needs of both residents and respite users in the home. You will lead the shift to ensure the safety and wellbeing of individuals and the overall security of the premises. This will include immediate decision-making, contacting emergency services/GP/out-of-hours services (when necessary) and following appropriate procedures.

Using a person-centred approach; you will look after the physical, emotional, cultural and social needs of clients at night times. This will include personal care and the monitoring of care plans. You will be responsible for all aspects of Health & Safety, administering medication (when required) and demonstrate good working practices during the night shift. You will be responsible for maintaining good and accurate records of all clients and building related issues in order to hand over to a manager/senior at end of shift.

You will look after the needs of a diverse group of service users with a wide range of care needs, including challenging behaviour.

All staff need to observe Health and Safety requirements for the unit and take responsibility for the safety and welfare of the residents, themselves and the safety and security of the building overnight. (Fundamental standard 7 Premises and equipment). As a Shift leader supporting vulnerable adults you must be open and transparent. Should something go wrong, or you witness unsafe practice, you have a responsibility to exercise your professional curiosity, investigate and start completing the incident forms and ensure you raise the concern with a manager immediately. (fundamental standard 12).

Who is the person?

You need to:

- Have experience of working with people with a learning disability.
- Have or already be working towards an NVQ Level 3 qualification.
- Have an understanding of Adult Protection Policy and Safeguarding of Vulnerable Adults.
- Work in a way that respects and acknowledges difference whilst empowering service users to make informed choices and respect their needs and wishes in equal measure.
- Have the ability to act calm and respond appropriately in an emergency situation.
- Have good listening skills and be able to remain calm and focussed when working under pressure.
- Have the ability to make a decision and react with any immediate action within a given situation.
- Have the ability to plan, lead, support and collaborate effectively with your colleagues.
- Have experience of administration of medication (or be willing to work towards).
- Have the ability to maintain accurate and up-to-date records.
- Have excellent communication skills, as you may be required to liaise with other agencies, parents, colleagues, and service users.
- Be able to converse at ease with other stakeholders and provide advice in accurate spoken English.
- Be willing to undertake any training required for the role and take a proactive role in keeping your own learning & development up to date.
- Be flexible in meeting the needs of the unit.
- Have an understanding of client confidentiality and data protection.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).



Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

Visit the Gov website to read the full notice.

Please include the below statement in your application. It is important you know your rights.

I have read the Standards/Enhanced Check Privacy Policy for applicants and I understand how the DBS will process my personal data and the options available to me when submitting an application

Signed.....Dated.....

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.