



## Shift Leader - Awake Night Duty, Russets Respite Service

**Salary:** Band 7, £32,061 to £36,363 per annum (**£8,665 to £9,827** pro-rata for 10 hours) plus 33% shift allowance

10 Hours per week. **Part time**, every other weekend, 21:30 to 07:30 (averages to 10 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. Every post is subject to PCC and Portsmouth Safeguarding Adults Board safer recruitment procedures.

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.

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

## **General Data Protection Regulation (GDPR)**

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).