

JOB DESCRIPTION

Peripatetic Night Support Worker



August 2023

Department: Community Services
Location: Eildon Supported Housing Locations
Responsible to: Extra Care Housing Manager

Job purpose

Providing cover for staff planned and unplanned leave in the provision of our Extra Care Housing and learning disability services. Ensure tenants are provided with the means to maintain independent tenancies in a warm, friendly, and safe environment.

Directly support tenants in their homes by providing direct personal and emotional care, individual advice, practical housing support assistance, in compliance with Eildon policy and procedures and relevant legislation and regulations.

You will be allocated to work in locations in the geographic area in proximity to where you reside, however there may be occasion you will be required to cover shifts in areas further from your home.

Our locations are geographically split between the east and west of the Scottish Borders.

- Poynder Apartments, Extra Care Housing, Kelso (East) is a service providing support to older people in their own tenancy.
- Station Avenue, Duns (East) is a Learning Disability service providing support to adults with learning disabilities in their own individual tenancy or shared tenancies.
- Wilkie Gardens, Extra Care Housing, Galashiels (West) is a service providing support to older people in their own tenancy.
- Dovecot Court, Extra Care Housing, Peebles (West) is a service providing support to older people in their own tenancy.

Main duties and responsibilities

- Provide personalised care and support across our care at home locations, principally working alongside our awaken night teams, but on occasion working within the early and back shift teams.
- Providing cover within back and early team when there are gaps. This may be additional hours added to a night shift or standalone hours within the back or early shift.
- Providing additional awaken night shift cover in response to the critical care and support needs of tenants such as end of life care; managing behaviour which may challenge; serious health issues.
- Providing additional administrative support to review and update care planning records.
- To liaise effectively with senior colleagues on rota management which may be short notice allocation requests.
- Effective teamwork within the individual locations and between all locations.
- To work with tenants in their own homes, provide a sensitive, efficient care and support service in line with Eildon policies and procedures.
- To ensure tenants can maximise their independence, choice, and individual rights.
- To be aware of, and comply with, Health and Safety matters at all times.
- To implement procedures for dealing with emergencies

- To ensure implementation of the aims and objectives of the development, with particular emphasis on assisting both tenants and colleagues.
- As directed by the location Manager or Senior Support Worker, liaise with other agencies, relatives, the community, social work departments and primary health care services.
- Participate in supervision, staff meetings, discussions, and reviews as appropriate.

Tenant Care and Support

- To implement individual tenant's care and support plans and contribute to ongoing monitoring and review process.
- To ensure at all times that support, and care practice is non-discriminatory, and that tenant's personal beliefs and preferences are appropriately acknowledged.
- To be aware of, and responsive to, the needs of individuals living within our supported locations e.g., those with physical and mental health problems, Dementia, with a learning disability.
- To work in partnership with the tenant to ensure that their practical housing support and care needs are met.
- Offer reassurance in relation to assistive technology with the tenant's home.
- To provide personal care as identified in the individual care and support plan by, for example: -
 - Assisting with dressing/undressing.
 - Assisting with personal hygiene and appearance including bathing, shaving, nail care. Where appropriate, to assist tenant to use specialist equipment.
 - Assist with transfers to/from bed and chair, using specialist equipment where necessary.
 - Assist/support/supervise where mobility needs are identified.
 - Contribute to the management of continence (this may include catheter and stoma care).
 - Assist with preparation and partaking of meals/snacks drinks.
 - Assist the tenant to carry out household tasks as required.
 - Administration of medicine in accordance with service guidelines.
 - Contribute to the care of a deceased person.
- To maintain written and electronic records as required and communicating regularly and effectively with other staff members, clients, relatives, and other professionals.
- Contributing to the health, safety, and security of clients.
- Contributing to the protection of clients from abuse in accordance with Eildon policies and legal requirements.

Tenancy Issues and Relationships

With the guidance of Senior colleagues, provide advice and assistance to tenants in relation to:

- Providing all agreed housing support tasks and personal care requirements
- Encourage tenants to live independently as far as possible.

Other Duties and Responsibilities

- Participate in team meetings/briefings.
- To undertake training and personal development and supervision.
- To participate in regular performance meetings with the Senior Support colleagues
- To communicate effectively at all times in relation to tenants' needs.
- Testing equipment as necessary, including the call systems.

- To undertake duties and responsibilities in accordance with the scope of the Support Worker and tenant needs.
- To be aware of current Health and Safety Policy and to take responsibility for your own safety and the safety of other colleagues who may be affected by your acts or omissions at work.
- Ensure the maintenance of confidentiality at all times in respect of matters pertaining to Eildon.
- Afford equal opportunity and access to all users of Eildon's services and those involved in its delivery in accordance with Eildon's Equality and Diversity Policy.

General

- Complete training as necessary to maintain high quality standards of work.
- To attain necessary qualifications to maintain SSSC registration and be responsible for PRTL.
- Undertake any other duties appropriate to the post as directed by Senior colleagues.

PERSON SPECIFICATION

Peripatetic Night Support Worker



A Person Specification describes the ideal person to fill the job and is a profile of the personal skills and characteristics that will be looked for in the recruitment and selection process. It lists a series of attributes divided into "essential" and "desirable" for an individual to possess in order to do the job.

	Essential / Desirable
Education and Qualifications <ul style="list-style-type: none"> • Good general standard of education • Relevant qualification i.e., SVQ 3 in Health & Social Care or equivalent 	<p>Essential</p> <p>Desirable</p>
Experience <ul style="list-style-type: none"> • Minimum of 2yrs of experience of providing care / support • Administration of medication 	<p>Essential</p> <p>Essential</p>
Knowledge <ul style="list-style-type: none"> • Principles and value base for social care • Care and support needs of older people and people with learning disabilities • Health and Social Care Standards and SSSC requirements 	<p>Essential</p> <p>Essential</p> <p>Essential</p>
Skills/Abilities <ul style="list-style-type: none"> • Provision of appropriate levels of care / support • Sensitive approach to tenants • Good interpersonal skills • Ability to work on own initiative, without direct supervision • Ability to work effectively as part of a team • Excellent written and verbal communication skills; basic numeracy skills • ICT skills and ability to use MS Office 365 as well as care, staff, and housing management software & IT tools, with a positive approach to learn and use new tools as they become available 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Personal Attributes <ul style="list-style-type: none"> • Commitment to high quality of care provision • Positive attitude • Enthusiastic and reliable • Self-awareness • Willing to learn and open to constructive criticism • Demonstrate a clear understanding, personal commitment and positive approach to Eildon's vision and values to deliver an effective and valued service to our customers 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Circumstances <ul style="list-style-type: none"> • Able to work waking night shifts, including weekends • Flexibility to respond to short notice cover requests • Full driving licence • Unrestricted access to a vehicle 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

CONDITIONS OF SERVICE

Peripatetic Night Support Worker



April 2025

Department: Community Services
Location: Eildon Supported Housing Locations
Responsible to: Extra Care Housing Manager

SALARY

The salary applicable to the post is Care / Manual Grade B:
£25,349 per annum - £13.00 per hour

PROBATIONARY PERIOD

This post requires the satisfactory completion of a six-month probationary period.

ALLOWANCES

Staff undertaking Waking Night Cover will receive a Waking Night Cover Allowance, currently 10% of the hourly rate, between 11.00pm and 7.00am.

Car allowance of £1,000 per annum (pro-rata for hours worked) and Business Mileage currently 45p per mile.

PROTECTING VULNERABLE GROUPS (PVG) SCHEME

This post involves working with vulnerable adults and therefore registration with the PVG Scheme is required. Eildon will pay for PVG registration. However, if you leave Eildon employment within the first six months you will be required to repay the cost of registration.

REGISTRATION WITH SCOTTISH SOCIAL SERVICES COUNCIL (SSSC)

This post has a registration requirement with the SSSC. You must be registered within 6 months of your start date to confirm you are fit to practice. You are able to reclaim the cost of SSSC registration.

HOURS OF WORK

Predominantly waking nights between 9pm – 8am, 30 hours per week. Able to pick up hours at short notice, early mornings, and evenings, between 6.00pm to 10.00am. Rota will include some weekends. The actual pattern will be determined by the needs of the service and may therefore change from time to time to meet requirements.

LEAVE

The leave year runs from 1 April to 31 March.

The basic entitlement for full-time staff is 31 days (this includes public holidays) with one additional day's leave per leave year of service up to a maximum of 5 days. Leave for part-time staff is in proportion to hours worked.

METHOD OF PAYMENT

Monthly on the last Thursday of each month direct to employee's bank or building society account.

PENSION

All employees are normally eligible to join the Scottish Housing Associations' Pension Scheme Defined Contribution.

SICKNESS ALLOWANCE

All permanent employees will be entitled to sickness allowance as follows:

Service	Entitlement	
	Full Pay	Half Pay
up to six months	one week	nil
six months to one year	up to five weeks	up to five weeks
one – two years	up to nine weeks	up to nine weeks
> two years	up to 13 weeks	up to 13 weeks

NOTICE PERIOD

By Eildon:	One calendar month, subject to statutory minimum
By the Employee:	One calendar month

OUTSIDE WORK

Outside work will normally be permissible subject to that work involving no conflict of interest with the individual's job at Eildon and that no other work affects the performance of their duties with Eildon.