

## Kent County Council

### Job Description: *Reception Centre Night Worker*

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<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Unaccompanied Asylum Seeking Children's Reception and Safe Care Service</b>
<b>Grade:</b>	<b>KSE</b>
<b>Responsible to:</b>	<b>Night Centre Manager</b>

#### **Purpose of the Job:**

To provide direct care to young people by engaging them in stimulating and meaningful learning activities and encouraging them to express their wishes and feelings and make their own choices as much as possible. To support young people to learn independent living skills and engage in activities to help them learn English and feel happy and safe. By doing this Night Centre Workers help make sure young people are ready to move to independent accommodation within 8 weeks of arrival at the Reception Centre.

#### **Main duties and responsibilities:**

- Attend regular handover meetings with the Centre Managers to understand what tasks need to be completed, by who and when, during the shift.
- Ensure record clear and accurate records on liberi and contribute towards age observations and planning for young people.
- Complete Incident Reports and submit these to the Night Centre Managers whenever concerns are raised regarding the behaviours and safety of young people, staff or a third party.
- Support young people to regulate their sleep patterns and manage emotional trauma effectively within clear night time boundaries and routines.
- Engage young people in stimulating and meaningful learning activities.
- Encourage young people to express their wishes and feelings and make their own choices as much as possible.
- Promote equality for all individuals which recognises and encourages anti-discriminatory behavior, children's rights, choices, personal beliefs and identity.
- Assist in the general operational duties of the Centre which could include laundry, preparing meals and other tasks, as directed by the Night Centre Manager.
- Attend regularly and participate fully in supervision, team meetings and the appraisal process.
- Advise management of service deficiencies likely to affect the smooth running of the centre and the support of the young people.

- Advise management of health and safety issues likely to affect the smooth running of the Centre and the support of the young people.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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## Person Specification: *Reception Centre Night Worker*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Educated to GCSE Level or equivalent or NVQ Level 3 Caring for Children and Young People</li><li>• Evidence of relevant professional development</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of working and caring for children or young people.</li><li>• Experience of working in a residential setting</li><li>• Experience of working with unaccompanied asylum-seeking children</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Effective communication skills including verbal and written using a variety of tools with children, carers and colleagues.</li><li>• Ability to prioritise and to work effectively on own initiative as well as within a team.</li><li>• Computer literate – able to use basic IT programs including Microsoft Outlook and Microsoft Word.</li><li>• Ability to work on own initiative, as part of a team and able to ask for support and guidance at appropriate times.</li><li>• Willingness to attend and contribute to training opportunities, supervision and team meetings to continuously improve practice.</li><li>• Ability to drive a company vehicle to meet the requirements of the service.</li><li>• Commitment to equalities and the promotion of diversity in all aspects of working</li><li>• A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of child development.</li><li>• Broad knowledge of processes, systems, law and regulation that impact on children in the care of the local authority.</li><li>• Knowledge of issues that impact on children including CSE, gangs and Prevent agenda.</li><li>• Awareness of GDPR and confidentiality issues.</li></ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li><li>• We are <b>curious</b> to innovate and improve</li><li>• We are <b>compassionate</b>, understanding and respectful to all</li><li>• We are <b>strong together</b> by sharing knowledge</li><li>• We are all <b>responsible</b> for the difference we make</li></ul>

Our values enable us to build a culture that is:

**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile

**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making