

## Job Description

# Children's Direct Care Assistant (Night Care Worker)

Reference: 1986

Date: Updated May 2026

<b>Job Family:</b>	<b>Care/Children's Direct Care</b>
<b>Level:</b>	<b>1</b>
<b>Band:</b>	<b>3</b>
<b>Career Track:</b>	<b>Operational</b>

## Job Purpose

To provide effective overnight care and support to young people residing within the home, ensuring their safety, wellbeing, and emotional needs are met. The role involves working independently and as part of a team to maintain a safe, secure, and supportive environment during night hours, promoting stability and positive outcomes for young people.

## Service Purpose

To deliver high-quality residential care and support for children and young people, ensuring their safety, wellbeing, and development. The service provides a nurturing environment that promotes positive outcomes, works in partnership with families and agencies, and contributes to the wider safeguarding and care strategy.

## Duties and Responsibilities

### Safeguarding & Welfare

- Ensure the safety, security, and wellbeing of young people and the residential environment during night shifts.
- Respond appropriately to incidents, safeguarding concerns, and emergencies.

### Care Planning & Night-Time Supervision

- Provide physical, emotional, and personal care support to young people overnight.
- Monitor and respond to the needs of young people, maintaining a calm and supportive environment.
- Assist with night-time routines and any personal care requirements.

### Care Planning & Support Delivery

- Support the assessment and prioritisation of young people's needs in partnership with senior staff.
- Contribute to the delivery of care plans and risk assessments.

### Behaviour Support & CALM Techniques

- Use CALM (Control, Aggression, Limitation & Management) techniques safely and appropriately as required, maintaining annual verification.
- Manage challenging behaviour in line with policy and training.

### Partnership Working

- Communicate effectively with colleagues, ensuring appropriate handovers and information sharing.
- Contribute to team working, meetings, and collaborative care delivery.

### Record Keeping & Administration

- Maintain accurate written and IT-based records in line with organisational procedures.

- Ensure all relevant information is recorded and shared appropriately.

### **Policy, Procedure & Statutory Compliance**

- Follow all relevant policies, Codes of Practice and statutory requirements associated with residential childcare.

### **Health, Safety & Environment**

- Maintain a clean, safe, and hygienic environment.
- Ensure all safety and security procedures are followed during night shifts.

### **Medication**

- Administer medication where directed and in line with policy and training.

### **Meals & Domestic Duties**

- Assist with preparation of meals, snacks, and drinks where required.
- Support domestic tasks such as cleaning and maintaining communal areas.

### **Policy, Procedure & Statutory Compliance**

- Work in accordance with legislation, policies, procedures, and codes of conduct relevant to residential childcare.

### **Team Contribution**

- Work effectively as part of a team while also working independently during night shifts.
- Attend training, supervision, and team meetings as required.

### **Flexibility & Work Patterns**

- Work a rota covering night shifts across a 7-day period.
- Travel where required to meet the needs of the role.

### **Professional Development**

- Participate in relevant training and development to meet required standards (e.g., Level 2/3 qualification, CALM verification).

## **Person Specification**

### **Professional and Technical Requirements**

#### **Qualifications**

- Level 2 qualification including literacy and numeracy.
- Level 2 qualification in Care (or equivalent).
- Willingness to work towards Level 3 qualification in Care.

#### **Knowledge, Skills and Experience**

- Experience working in a child care setting.
- Ability to work independently and manage situations in the absence of senior staff.
- Ability to respond to emergencies and prioritise effectively.
- Ability to maintain clear and accurate records.
- Understanding of confidentiality, safeguarding, and young people's rights.
- IT skills (e.g. email, record systems).
- Ability to build appropriate relationships with young people.

### **Core Competency Requirements**

- **Communication:** Communicates clearly and respectfully to support shared understanding. Uses active listening to confirm meaning and respond appropriately.
- **Collaboration:** Works with others to complete tasks and support service delivery.
- **Service Delivery:** Delivers tasks to expected standards and timescales, following procedures and guidance. Uses resources efficiently to support effective delivery.
- **Decision-Making:** Makes decisions using guidance and procedures.
- **Digital & Data Literacy:** Uses standard digital tools to complete work, following guidance on data protection and digital safety.
- **Adaptability:** Adapts to change and feedback. Applies learning to improve own work and support team outcomes.

- **Problem-Solving:** Resolves issues using known solutions.
- **Community & Customer Focus:** Delivers services with care and respect, considering diverse needs and ensuring a positive customer experience.
- **Leadership:** Supports colleagues and takes responsibility for own work.

## Strengths

- **Emotionally Intelligent:** You draw insight from your own emotions and those of others to show empathy.
- **Responsible:** You take ownership for your decisions. You hold yourself accountable for what you have promised.
- **Resilient:** You have inner composure, recover quickly from setbacks and learn from them.
- **Adaptable:** You can adapt to variations in work or environment. Your effectiveness is not affected by change. You are flexible and versatile. You act as an advocate for change.
- **Service Focused:** You look for ways to serve customers putting their needs at the heart of everything you do.

## Desirable

- Level 3 Qualification in Care
- Experience working with children or young people with complex needs
- Training in behaviour management or physical intervention
- Additional skills (e.g. leisure or activity-based skills) to support young people