Creative Support Ltd, Head Office
Wellington House
131 Wellington Road
Stockport
SK1 3TS
Tel: 0161 236 0829
Fax: 0161 237 5126
recruitment@creativesupport.co.uk
www.creativesupport.co.uk

Waking Night Support Worker

Reference: 94116

Transforming Care, Supported Living, Braintree

Thank you for your interest in the above post, please find the specific role requirements and duties for this post detailed within this document. When completing the application form you may submit additional documentation however, we cannot accept a CV as a completed application.

Closing Date: 23 October 2026

Once you have submitted your application form allow *10 working days* after the closing date for a response. Please return the application form by email to recruitment@creativesupport.co.uk or by post to Recruitment, Creative Support, Head Office, Wellington House, 131 Wellington Road, Stockport, SK1 3TS**.**

We are very much looking forward to receiving a completed application from you.

JOB DESCRIPTION – WAKING NIGHT SUPPORT WORKER
Witham, Essex Residential Care Service

Hours: **36 hours/week,** to be worked flexibly according to a rota and to include weekends and public holidays in line with the needs of the service.

Responsible to: Senior Support Worker, Team Leader and Registered Manager.

The Role:
You will be providing individualised person-centred support to individuals with learning disabilities, autism, mental health needs or forensic histories within a bespoke, purpose built flagship Transforming Care Service in Braintree, Essex.

You will be supporting Individuals to enjoy an excellent quality of life in a new-build development of 10 self-contained flats in three buildings on one site. The service has been developed under the government's transforming care agenda with a purpose to bring individuals from out of area placements or long stay institutions into the community to maximize their independence and community connections in a proven bespoke and successful model of support.

You will have the opportunity provide effective support for service users in transitions, working collaboratively with the service user, their family and wider support network, ensuring that their needs and preferences are paramount. Many of the service users will be young adults and this may be their first experience of living in their own home, with your support and mentoring they will be able to establish a full and positive lifestyle.

The service will offer an empowering model of support which enables people to lead fulfilling and valued lives, maintain their tenancies, participate in their local community, develop independent living skills and achieve their personal goals and desired outcomes. As well as providing direct care and support, you will have the opportunity to act as a Key Worker supporting people to achieve their dreams and goals.

1. Care and Support

1.1 To develop and sustain warm and trusting relationships with service users.

1.2 To promote the self-esteem, happiness and emotional health of service users.

1.3 To respect the person's right to privacy and ensure that their dignity is maintained at all times.

1.4 To encourage and support service users in expressing needs, views and concerns. To enable service users to make choices and decisions and to participate in planning and decision-making processes.

1.5 To support service users to express their personal identity, including gender and sexuality.

1.6 To respect and promote the human rights and entitlements of people with learning disabilities and enable them to participate in their communities as active citizens, enjoying the same rights as others. To support service users to access independent advice and advocacy when needed and to signpost/refer to external agencies as required.

1.7 To be responsive to the individual needs of service users within the framework of their Integrated Support Plans to respond flexibly to changing needs.

1.8 To enable and empower service users to gain independence, confidence and competence in following areas:

- Personal care and hygiene
- Improving and maintaining health and wellbeing
- Daily living skills
- Budgeting and paying bills
- Social skills/relationships
- Using community resources and facilities
- Social, leisure and work activities
- Finding and sustaining voluntary or paid employment
- Self-organisation and coping abilities
- Personal safety

To achieve this through prompting, active support, encouragement, skills teaching and positive feedback. To build on individual strengths, interests and assets. Where service users are unable to carry out tasks for themselves (such as housework, shopping, cooking, laundry, etc) to carry these out on their behalf with regard for their preferences. To promote the service user's active involvement and capacity for self-management when undertaking any tasks and to always seek to develop their skills and confidence and their enjoyment of everyday activities.

1.9 To ensure that service users attend all health appointments and receive advice, care and regular health checks to ensure their physical and mental wellbeing. To promote good nutrition, relaxation, exercise and a healthy lifestyle.

1.10 To communicate with service users in their preferred manner and to follow communication passports and guidelines.

1.11 To support service users in developing a socially valued life, which includes culturally and age-appropriate experiences, building on their strengths, interests and aspirations. To enable people to access social, leisure, education, training and employment opportunities.

1.12 To support service users to build and maintain their relationships with family and friends and to develop their informal support network.

1.13 To communicate with service users in their preferred manner and to follow communication passports and guidelines.

1.14 To provide a culturally sensitive and appropriate service to service users from diverse backgrounds and to support people to observe their chosen faith and maintain cultural connections.

1.15 To assist and support service users in the ordering, administration and monitoring of prescribed medication following Creative Support's Medication Policy and local guidelines.

1.16 To support service users to enjoy a healthy diet and to follow any specific dietary requirements or preferences. To follow guidelines for food safety and hygiene and to support service users to store and prepare food safely.

1.17 To enable service users to maintain their homes in a safe and comfortable manner, to report or organise repairs and to obtain the necessary aids and adaptations to maintain their independence.

1.18 To support service users to maintain a positive and purposeful routine and lifestyle which enables their personal development.

1.19 To ensure that the assessed needs of people with physical and sensory disabilities are met and to provide safe and appropriate personal care and support to meet health needs. This may involve undertaking delegated health care tasks in accordance with agreed plans and guidelines.

1.20 To support service users to travel with confidence on public transport.

1.21 To act as the nominated key worker for a number of service users. To carry out this role diligently and proactively.

1.22 To plan and contribute to service users' Person-Centred Reviews, to provide verbal and written progress reports and attend Support Planning meetings. To enable the service user's views and wishes to be at the heart of decision making.

1.23 To devise activity plans to meet the identified needs and preferences of service users and to organise and to undertake activities in accordance with agreed activity plans, risk management guidelines, positive behavioural support guidelines and financial protocols. To ensure the safety of service users when undertaking activities inside the home and in the community and to promote their enjoyment and personal development whilst participating in activities.

1.24 To support service users to plan short breaks and holidays and to accompany them on outings and holidays at their request, where support is required.

1.25 To observe and monitor service users' emotional and physical wellbeing and to inform your manager and involved professionals of concerns or significant changes in needs, behaviour and circumstances.

1.26 To ensure that the safety and welfare of service users is paramount and to report any poor practice to your manager, whether relating to colleagues, external agencies or others.

1.27 To ensure that all incidents, accidents and safeguarding concerns are reported in a timely manner, in accordance with agency and local authority requirements. To ensure that any agreed follow up actions or protection measures are implemented.

1.28 To follow health and safety guidelines and alert your manager to any health and safety concerns.

1.29 To carry out daily and weekly health and safety checks within agreed timescales and to report any safety concerns.

1.30 To contribute to project records and individual case files.

1.31 To conduct and record financial transactions involving service users within agency guidelines.

1.32 To carry out general administrative duties, housing management tasks and services as required.

1.33 To contribute to the induction of new staff, students and agency support staff following the local induction procedure.

1.34 To take part in and contribute to handovers and to ensure that important information is communicated verbally and in writing in handover forms, communication books, diaries and other records.

1.35 To communicate effectively and professionally with colleagues and professionals to ensure that consistent team working is maintained at all times.

1.36 To respond positively and quickly to complaints or feedback from service users, their families, or others. To acknowledge and record all complaints in the complaints file. To ensure that the complaints procedure is followed and that your manager and Head Office is informed.

1.37 To drive service user and company cars as appropriate (and if in possession of a current driving licence).

1.38 To undertake other tasks as required on instruction from or on behalf of senior staff.

2. Person Centred Behavioural Support

2.1 To work within the principles of positive behavioural support at all times in a person centred and therapeutic way.

2.2 To follow approved breakaway or physical intervention techniques as prescribed through Creative Support's citrus model of intervention at all times. To only provide approved techniques, to follow all preventative and reactive strategies and to use physical interventions as a last resort to ensure the safety of service users and others.

2.3 To create excellent written records which could stand up to scrutiny, ensuring the you complete incident reports with support from you Line Manager, detailing any incident behavioural or otherwise. To ensure that all incidents are uploaded to our airtable reporting system and to take part in debriefs with Senior Staff following incidents having taken place.

2.4 To hold key working meetings with identified service users and use these as opportunities to explore intricacies of individuals lives, behaviour, activities, choices, opportunities and outcomes. To create excellent key working records to be shared with local clinical teams and managers to ensure genuine opportunities for change for individuals take place.

2.5 To take part in reviewing integrated support plans with your Line Manager and identified service user to ensure support plans fully reflect the needs of the individual and their identified goals and outcomes.

2.6 To support people who express their needs through behaviour that challenges services by using appropriate supportive strategies and interventions as specified by Positive Behaviour Support Plans.

2.7 To closely adhere to the behaviour management guidelines as defined by the Senior Practitioner and Multi-Disciplinary Team. To be part of a core team of staff working with a group of service users providing consistent, predictable support at all times.

PERSON SPECIFICATION – WAKING NIGHT SUPPORT WORKER
Witham, Essex Residential Care Service

	QUALITIES REQUIRED	How Assessed	Essential/ Desirable
1	Experience of supporting people with learning disabilities.	Interview	Essential
2	Ability to demonstrate unconditional positive regard and a warm, respectful and person-centred approach to people with a learning disability, mental health needs and complex needs.	Interview	Essential
3	A warm and person-centred approach.	Interview	Essential
4	Ability to engage with service users and to develop and sustain warm and trusting relationships.	Application & Interview	Essential
5	Good verbal communication and listening skills.	Application	Desirable
6	Good written communication skills and the ability to develop person-centred support plans and complete relevant documentation.	Interview	Essential
7	Possession of a relevant vocational qualification (such as NVQ, Health & Social Care Diploma or equivalent)	Application & Interview	Essential
8	Ability to liaise in a professional manner with other agencies and to work positively with the families and friends of service users.	Interview	Desirable
9	Well motivated and proactive with a good work ethic and strong duty of care.	Interview	Essential
10	An understanding of equal opportunities and culturally sensitive practice.	Interview	Essential
11	Ability to work positively in a team and to contribute to an effective team approach	Application & Interview	Essential
12	Ability to follow policies, guidelines and guidance/instructions from senior staff	Interview	Essential
13	Ability to provide respectful personal care and support and to promote dignity	Interview	Essential
14	Ability to work without direct supervision and to use own initiative	Application & Interview	Essential
15	A non-judgmental, accepting approach to working with people who may be challenging and the ability to cope in a mature way with conflict, distress and challenging behaviour inclusive of the implementation of CITRUS techniques (with training) when required.	Application & Interview	Essential
16	Ability to be trained and use CITRUS breakaway and physical intervention techniques if and when required. Applicants must be physically fit and able to perform these techniques in line with the techniques requirements.	Interview	Essential
17	Ability to work in a calm, patient and tolerant manner at a pace appropriate to the needs of the individual.	Interview	Essential

18	Willingness to learn and follow helpful approaches, interventions in working with people with learning disabilities.	Application & Interview	Essential
19	Ability to use a range of helpful communication techniques (e.g. Makaton, PECS, TEACCH System, etc).	Interview	Essential
20	Ability to work reliably on a rota system which will involve evenings, weekends, bank holidays and may involve sleep-ins	Interview	Essential
21	Punctual, Reliable and willing to work flexibly to meet the needs of the service	Application & Interview	Essential

TERMS AND CONDITIONS – WAKING NIGHT SUPPORT WORKER

Transforming Care Supported Living, Braintree

Pay Structure:

£13.85 per hour (£26,000 per annum for 36 hours per week contract)

Please Note: *Our pay date is the 15th of each month (or the Friday before if this falls on a Saturday or Sunday). You will be paid in arrears for the previous 4/5 weeks, dependent on your starting date within the month. Starting pay points are allocated upon commencing the role based on criteria inclusive of experience, current specialism, salary and qualifications.*

Hours of Work:

Full time hours are 36 per week. To be worked flexibly on a rota which will include weekends and public holidays according to the needs of the service.

Holidays:

20 days plus 8 statutory days pro rata.

Bank Holidays:

An enhancement is paid for working at Christmas and New Year. We do not pay enhancements for working evenings, weekends or any other public holiday.

Diploma in Health and Social Care Level 3:

All employees commencing employment will be required to undertake and complete the Diploma in Health and Social Care Level 3 programme as a condition of their employment. If staff hold NVQ 3 care / Diploma in Health and Social Care Level 3 or equivalent they will of course not need to do the award again.

Birthday Holiday Bonus:

You are entitled to one additional day (pro rata for part time employees) annual leave to be taken two weeks either side of your birth date. If you do not take this additional day within that period you will lose this entitlement for that year. Staff who are on maternity, paternity, adoption and sick leave at the time of their birthday will be entitled to take this additional leave upon their return to work.

Disclosure Checks:

All appointments will be subject to DBS enhanced disclosure and ISA checks.

Probationary Period:

The first four months will constitute a probationary period. When this is successfully completed, employment will be confirmed.

Sickness Policy:

Creative Support operates a discretionary company sick pay benefit scheme which is for the purposes of preventing hardship during times of serious illness. The eligibility criteria and conditions for payment of Company Sick Pay (inclusive of SSP) are shown in the Employee Handbook. You may be eligible for Company Sick Pay benefits subject to compliance with these criteria as follows:-

- Creative Support do not pay for the first three days of **any** sickness absence.
- First twelve months service - Not eligible for Company Sick Pay though you may be entitled to SSP.
- Twelve months to twenty four months service - Up to a maximum of four weeks at full pay.
- Twenty four months plus service - Up to a maximum of eight weeks at full pay followed by four weeks at half pay.

Pension:
Creative Support operates an auto-enrolment pension scheme with the People's Pension.

Life Assurance:
Currently set at two time's basic annual salary. Staff become members of a non-contributory group life assurance scheme after 6-month employment. This scheme provides a death in service benefit of two time's annual salary. Participation in this scheme is subject to the rules of the scheme as amended from time to time. We reserve the right to discontinue, vary or amend its life assurance scheme at any time on reasonable notice to you.

Discretionary Benefits:
Creative Support offers discretionary benefits in addition to statutory benefits. These include:

- Paid paternity leave
- Enhanced maternity leave
- Compassionate leave
- Carer's leave up to 5 days per annum

Employee Assistance Service:
This is currently administered by Health Assured. This is a completely free service, offering valuable advice on benefits, financial matters, consumer advice, health and legal issues. There is also a free counselling service which is accessible 24 hours a day, 7 days a week. Anything discussed with Health Assured is completely confidential and will not be shared with Creative Support.

Hospital Saturday Fund:
An easy and affordable way to help you spread the cost of healthcare such as dental, optical & physiotherapy.

Annual Rail Ticket:
Discounted annual rail season ticket plans available to employees through Northern Rail.

Payroll Giving:
Administered by Charities Trust: A tax efficient way of donating from your pay on a regular basis to any registered charities.

Your Rewards:
Employee benefits and discount vouchers available through the Your Rewards website.
Long service: Awarded in the December following your 10-, 15-, 20- and 25-year anniversary of your continuous service date with the organisation.

Retirement Awards:
£100 bonus should you choose to retire whilst employed by Creative Support. Eligible for all permanent contracted employees with at least two years continuous service.

Refer a Friend Scheme:
Staff who successfully refer a friend to Creative Support's employment can claim £100 worth of vouchers when their friend starts and another set of £100 worth of vouchers when their friend passes the End of Probationary Review after four months of employment.

Welcome Back Grant:
£200 worth of vouchers for employees who return to the organisation who have at least six months between resigning from their original post and taking up their new role.

Uniform:
If applicable for your service you will be provided with a uniform. The amount of uniforms that are provided will be dependent on your hours worked.

Company mobile phone and laptop:
If applicable to your job role the provision of a mobile smart phone, laptop and a 3G/4G dongle may be provided. Please note the employee will be liable for any damage or theft of these devices.

Travel Expenses:
These will be paid in accordance with the organisation Travel Expenses policy, please contact the HR Department for a copy of this.

Lease Cars/Car Allowance:
A mileage allowance is payable for the use of employee's car on organisation business. The organisation will reimburse your costs incurred on organisation business on a monthly business upon receipt of authorised claim forms. If you use a car on organisation business you will be required to have business use insurance. An employee's certificate of insurance must be made available for inspection on commencing employment.