****

**Waking Night**

**Supported Living Co-worker**

**Job Description**

**Tiphereth as a Community**

Tiphereth Camphill in Edinburgh, is a community that supports adults with learning disabilities and Autism to live, work and grow together. Tiphereth is home to 50 people, who live in a blend of family homes and their own tenancies. We work together across a range of social enterprises and day service workshops with a focus on providing meaningful work activity and skill development.

**Tiphereth Supported Living**

Tiphereth launched its Supported Living Service in 2018 and provides a blend of single and shared tenancies that are rented by our members. With support provided on an individual and shared basis based on the person-centered requirements and needs of the tenant. The service is provided across two sites, located within Tiphereth and the village of Colinton.

**Our Guiding Mission Statement**

* We are Tiphereth Camphill, a vocational community that values each person equally.
* We aspire to live a life full of meaning, work associatively and grow together based on a rich cultural and spiritual foundation.
* We strengthen and nurture our common purpose and individual potential through authentic relationships and shared life experiences**.**

**Responsibilities**

The post holder will work as part of a wider Supported Living team in providing direct care and support to adults with learning disabilities and autism. To enable them to live as independent a life as possible within their own home and achieve their personal outcomes.

The post holder will provide overnight and morning support and supervision to our members.

* To ensure a safe and secure environment for the Members and to take appropriate action in the event of an emergency.
* To be responsible for the health needs of residents during the night.
* To undertake a range of basic care tasks contributing to the cleanliness and good order of the home and those who live there

**Main Duties**

* To follow the agreed routine for the house as set out in the list of nighttime support plans for members and the relevant procedures as identified within the shift planner.
* To respect the individuality and dignity of each Member.
* To respond to the needs of Members in keeping with their personal support plan, especially as it relates to their night time care, but being alert to any specific changes in the Members behavior or disposition which might indicate that the member is unwell or needs extra care and attention.
* To keep up to date with Members needs as identified in the personal support plan and ensure all instructions and recommendations from health agencies, ambulance staff, on call GP and other professionals issued during the night and which may differ from the personal support plan is made known to day staff are and the Supported Living Manager.
* To meet with day staff at the beginning of each shift to exchange information about the changing needs of Members.
* To support Members with all aspects of personal hygiene and presentation including for those residents with high dependency needs bathing, washing, and toileting.
* Make written and verbal observations of Members and ensure these are entered in continuation notes, daily record sheets and any other relevant recording system in place.
* To carry out checks on Members as per their personal support plan for night times and to ensure those in our care are always treated with respect and receive the highest possible standards of support and service from the staff of Tiphereth.
* To ensure, all security measures are in place before the sleep in staff retire with special attention to the locking of doors and windows, unplugging unnecessary electrical appliances, and being aware of the procedure to be followed in the event of an emergency or fire.
* To monitor and use any electronic alarm systems or monitors that may be in place in the house in keeping with the house procedures and individual Members plans.
* To respond to emergencies and to advise Members in such situations in order to promote their safety and welfare.
* Following approved guidelines, to administer medication and basic first aid to residents as required.
* To ensure any significant changes in the behaviour and disposition of Members are brought to the attention of the day staff or the Supported Living Manager.
* When appropriate, to enable residents to plan meals, which are wholesome and nutritious, and support them in the preparation of snacks and related domestic duties.
* To carry out domestic tasks as requested including ironing, serving, cleaning kitchen, washing floors and laundry.
* To participate in training as directed by the line manager.
* To answer the telephone and initiate any actions required as a result of any call.
* When required to escort service users to hospital or other appointments and to ensure they receive appropriate medical care and attention.
* To attend meetings as required. This may mean attendance at Tiphereth outside of the usual working hours.
* To follow the Health and Safety policies and procedures of Tiphereth and to report any noted maintenance or health and safety issue that requires attention.
* To fully implement the policies and procedures of Tiphereth and ensure that all-recording systems are completed accurately on a regular basis.
* To maintain a professional relationship with Members and colleagues at all times and to undertake allocated duties in a correct manner.
* To participate in supervision sessions with a nominated line manager.
* To attend training as required by the Community. This training will require your attendance outside of your usual working shift and usually during the daytime.
* If applicable, to drive the Company vehicles when required.
* The post holder may be required to undertake such other duties commensurate with their position within the organisation and hours of work as may be considered reasonable.
* The post holder is primarily responsible to the Team Leaders within the service and ultimately the Supported Living Manager.