



**Dudley Lodge Safeguarding Children Services**  
**Dudley Lodge Family Assessment Centre - 143 Warwick Road, Coventry, CV3 6AT**  
**Bonner House – 172 Sellywood Road, Bournville, Birmingham, B30 1TJ**

<b>Job Description &amp; Personal Specification</b>	
<b>Job Title:</b>	Waking Night Family Assessment Worker
<b>Grade:</b>	£12.62 - £15.09 per hour plus an additional £11.03 allowance for each night worked.
<b>Shift Time</b>	9:30pm – 7:30am (10 hours each night)
<b>Location</b>	Coventry

Is the post exempt from the Rehabilitation of Offenders Act?                      Yes  
Does the post require a DBS check?    Yes

***Our Commitment Statement***

*Our expectation of all staff is to demonstrate kindness, empathy, and fairness to all.*

*Dudley Lodge strive to provide an inclusive working environment and experience, where employees can bring their best, and authentic self to work. Where difference is recognised, respected, valued, and celebrated.*

*Our approach to inclusion and diversity is rooted in listening, learning and acting. This includes conducting ongoing listening forums across the company, the implementation of Inclusion & Diversity talking/support groups, workshops and training, good quality supervision, surveys and collaborative working parties. All with the core aim to receive honest feedback, reflect and continuously strive to be the best that we can be.*

**Purpose of Job**

- To work with families on a day-to-day basis, observing and recording the parents' abilities to meet the immediate safety and care needs of their children. This will be completed through daily observations.
- To ensure parents/carers prioritise the safety and welfare needs of their children
- To create a supportive learning/re-learning environment for parents and children
- To provide childcare for children whilst their parents/carers attend Groups and Individual Sessions
- To ensure the safety of children and families during the night
- Follow procedures in place to ensure building is secure at night

**Job Description:**

***Duties and Responsibilities***

1. To ensure the safety and welfare of children remains central to the assessment/intervention process.
2. To take an active part in the assessment process regarding children and families - to observe, supervise, record and assess family interaction, child behaviour, parental motivation and parental ability to meet the needs of the child(ren).
3. To provide a service that values and respects the strengths, experiences and background of the families.
4. To ensure that children and families are safe during the night. This involves following procedures in place, as well as completing dynamic risk assessments which respond to situations which may arise.
5. To carry out regular patrols of the building (at least hourly) and provide supervision of families during the night as the situation dictates.
6. As a night member of staff, you will need to work collaboratively with your colleagues on nights to ensure that you plan for the shift ahead and support one another with the competing demands of the Centre.
7. To take an active part within team meetings in reviewing and developing the practices and provision within, and resources available to, the centre.
8. To use common sense and sensitivity in challenging and teaching parenting practices.
9. To provide structured feedback to parents during and at the end of each shift.
10. To plan and prioritise workload effectively within established timeframes and ensure that all written recordings meet required deadlines.
11. To assist with childcare duties as required.
12. To liaise with managers, and source other agencies/resources as appropriate.
13. To work as part of a team to provide a culturally sensitive service for children and their families.
14. To promote and maintain equal opportunities and anti-oppressive practice within the work environment.
15. To observe and implement Child Protection Procedures and the Centre's policies and procedures.
16. To participate fully in training and supervision, identifying training courses relevant to role and personal development.

17. To be aware of health and safety responsibilities at work.
18. If you have observed a specific incident, to provide evidence in court, if required.
19. To undertake other duties as identified by the Centre & Deputy Managers, Team Case Managers or Quality Audit Manager.

**Title of post to which this job normally reports:**

Team Case Manager

**Supervision**

Supervising Officer Job Title: - Team Case Manager

**Number and type of staff to be supervised:**

None.

**Special Conditions:**

Post holder is required to work shifts, including weekends and Bank Holidays at the Centre

All staff are expected to work in a flexible way to cope with the needs, demands and requirements of the Centre

The Dudley Lodge Centre is based across three floors and the Bonner House Centre is based across 2 floors staff will be required to access the floors via stairs. Assessments and observations will take place throughout the centre and if the case of a fire alarm staff may need to assist babies and families down the stairs to safety/fire assembly point.

Use of personal phones/cameras are restricted to certain areas of the building

Observance of the Centre's Equal Opportunities Policy will be required, and to work at all times in accordance with all the Centre's policies and procedures

Failure by a member of staff to report actual or suspected physical or sexual abuse of a child by another member of staff or other person having contact with the child may constitute a disciplinary offence.

Dudley Lodge is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expect all staff and volunteers to share this commitment.  
We are an equal opportunities employer and welcome applications from all suitably qualified persons.  
All posts are exempt from the Rehabilitation of Offenders Act 1974. Amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected' and so are not subject to disclosure and should not be taken into account. Further information about this can be found on the DBS website or at Nacro.  
This post is subject to medical clearance and an enhanced DBS disclosure.



### PERSONAL SPECIFICATION

**JOB TITLE:** Waking Night Family Assessment Worker

Method of Assessment Key - A.F. = Application Form: I = Interview, T = Test or Exercise

CRITERIA	JOB REQUIREMENTS	Method of Assessment
<b>Experience</b> (Relevant work and other experience)	Cultural/Gender sensitivity. Working on own initiative. Proven reliability record. Working directly with adults or families.	I AF/I AF/I AF/I
<b>Skills and Ability</b> e.g. written communication skills, dealing with the public etc.	Communication skills verbally and ability to express in written form. Good IT keyboard skills Patient and calm personality. Able to defuse volatile situations. Able to empathise with vulnerable children and their families. Listening skills. Able to work as member of a staff team. Working with adults or parents. Building professional relationships with service users.	I/T  I I AF/I I AF/I I AF/I
<b>Training</b>	Experience/knowledge of other cultures. Child development and needs. Willingness to undertake training.	AF/I AF I
<b>Education/Qualifications</b> NB: full regard must be paid to overseas qualification	Prepared to work to achieve at least NVQ Health and Social Care	AF/I
<b>Other</b>	Prepared to work shifts, including weekends, Bank Holidays	I