**Job Description ZB/PHB/001/20**

**Job Role:** Family Support and Health Care Workers

**Hours:** Night-Time Support workers 12-hour night shifts

**Hourly Rate:** £11.00 per hour gross

2 posts available working 2 shifts per week

**Responsible to:** Direct Payment employer

**Location:** Gateshead

**About Me**

My name is Zac, I am 4 years old and my Mum is looking for some excellent people to help look after me. She can then sleep as well as do all the other things that Mum’s need to do.

I live with my mum and 4 siblings it is a very busy and fun house. To work in our house, it is essential you have a sense of humour.

Due to my medical needs I need a lot of support both during the day and during the night. There are a number of responsibilities that you will have when supporting me. My care plan will go into more detail about my needs and full training will be given.

You will work under my mum’s direction to meet my needs and will be accountable to her in all aspects of your work. You should always ask first what my needs are and should always listen to and act on her requests and directions. You must be able to respect our family’s privacy and have an understanding of the need for confidentiality in all areas of your work.

I like to be active, I enjoy playing with my toys, music, singing, watching cartoons but must of all I love being outside, you will need to think of lots of activities to keep me interested and help my development. The best bit of the job is that I enjoy lots of cuddles!

**Responsibilities and Duties**

**Main Duties**

The main duties of the job are outlined below. However, because my needs vary on a day to day basis, it is extremely important that your approach to work is flexible.

You will be expected to carry out any other reasonable personal assistance tasks that I require.

**Personal Assistance (Required both Day and Night)**

* **Communicating** –I can make sounds, I point and make noises to communicate, I am starting to learn small words as I have a leak that allows me to vocalise past my tracheostomy. I get upset when I am hurt or sad and you can see this in my face. Would be useful if you knew some Makaton.
* **To be there at all times** – I need to have someone with me 24 hours a day. This means that you can’t leave me unattended and I need your full attention at all times. Staff should not make or receive personal telephone calls at any time when they are on duty.

My health can change very quickly, and it is very important that you are aware of my emergency plan. This will all be explained to you. You must refer to it and follow it at all times.

* **Tracheostomy care** – monitoring and management of my tracheotomy, including suctioning, cleaning, and other action in the event of any emergency. Hygiene is of the upmost importance during these tasks.
* **Gastrostomy Care/nutrition** - I currently have a mickey button. My carers should know how to safely feed me and should do so at the required times. You must also keep the site clean and monitor for any problems as per my Care Plan. I am allowed food through my mouth and this should always be offered even if I just play with it. I have a blended diet through the day. I can only have certain things like that, and my mum will give you all of this information in the care plan.

I need a certain amount of water a day to help my heart this will be monitored as instructed in the care plan.

* **Movement** – I am very active I am very clever and can walk and run without support. I am very mischievous, and need watched constantly because I am keen to explore the world.
* **Medications** – I have a range of medications throughout the day. You need to ensure that I take them as prescribed by my doctors and record them on the record sheets. Please tell my Mum if we run low on anything.
* **Equipment** – Ventilator, suction machine, SATS monitor Training will be given on all of my equipment and how to monitor it.
* **Ventilator** – Training will be given on this. All of my care team must be able to confidently operate my ventilator.
* **Monitoring my health** - my health can deteriorate rapidly. All of my carers need to be clear about what to do if this happens and must be able to react appropriately in an emergency.
* **SATs monitor** – I need to be attached to my SATs monitor at all times. This has set alarms to alert you when I am not very well and must be monitored. My monitors set alarms should be regularly checked to ensure they are programmed correctly. You must never switch off my SATS monitor or leave me unattached to it if you leave the room.
* **Personal care** – I need you to look after me 100%. For example, I need to be washed and dressed and have my nappy changed when required.
* **Hygiene regime** – You will need to help my mum bathe me. This must be done in shallow water so that my tracheostomy is not compromised.
* **Documenting my care** – It is important that all care provided to me is written down for other members of my care team and my Mum to read. It allows my team to monitor my daily needs.
* **Care Plan** – To follow my Care Plan to ensure that you are supporting me the right way.

**Family Support Duties (Day shift only)**

* As well as looking after me you will be supporting my mum with household management and my brother Harry. Harry is 5.
* Support to manage medical appointments
* Accompany me and my mum to medical appointments
* Take Harry to school and pick him up
* Carry out domestic duties cleaning, washing, meal preparation
* Help with any household organisation

**Night-Time Support (Night Workers only)**

* Like any small child it’s important that I get as much sleep as possible. I go to bed between 6-7pm and usually sleep until 6-7am, although sometimes I like to stay awake and party. Encourage me to go back to sleep and I will go back to sleep, sleep is very important to me as I am a very busy little boy throughout the day.
* During your shift you will be able to use electronic devices, electronic books, or phones as long as they are kept at low volume and phones are kept on silent. You must not make or receive calls or texts until shift is finished and no photos should be taken of me unless requested by my mammy. Please also respect our house as a workplace. Do not share information about me or my family, when at work or off duty.
* **Safety in bed** – you are responsible for ensuring that I am safe in my bed through the night, and that the locks are locked securely. Please ensure the sides of my bed are secure.
* **Personal care** – If I am asleep, please don’t disturb me unless it is necessary. Try to change my nappy halfway through the night. Please ensure that the hygiene regime outlined in my Care Plan is followed at all times when you change me.
* **Hygiene regime –** you must ensure that I am clean and dry at all times (without disturbing me more than necessary if I am asleep).
* **SATs monitor** – I need to be attached to my SATs monitor overnight and you need to monitor this as well. Always check that my alarms are set correctly at the beginning of your shift.
* **Night waking** – If I wake up, please don’t play with me as it’s important that I go back to sleep as quickly as possible.
* **Working Independently** - If you are unsure of what to do or if there is an emergency please ask. My mum would rather you ask and won’t mind being woken up if it helps to keep me safe.

**Person Specification**

**Qualifications and Skills**

Preferable: Have a recognised, accredited care qualification with children

Preferable: Have experience of tracheostomy care

**All of my team must:**

* Be friendly and happy
* Have a good sense of humour
* Be flexible
* Be organised
* Be enthusiastic about your work
* Have a positive attitude to inclusion and to children and adults who have disabilities
* Have good communication both verbal and written
* Be reliable
* Be motivated
* Be on time and take pride in punctuality
* Be able to accept responsibility and work alone
* Have and use your own initiative and common sense
* Be clean, tidy and have excellent hygiene
* Be prepared to be trained
* Be willing to work under direction and instruction
* Be confident
* Be comfortable asking questions if you are not sure
* Be patient
* Be good at recording what you do by writing it down
* Know how to follow a confidentiality policy
* Not smoke whilst you are at work or wear strong perfume
* Not have impractically long or false fingernails

You should complete the Application Form in order to apply.

An enhanced DBS check will be carried out for each applicant.

References will be sought if you are offered a position.

All posts are subject to a three-month probation period.