

Job Description – Night Housing Support Worker (Vincent House)

Job Title:

Night Housing Support Worker

Main Purpose Of The Post:

To ensure the health and well-being of the residents is maintained out of normal office hours. To provide a point of contact for residents who may need assistance, and to provide and maintain the cleanliness and security of the building.

Relationships:

- **Responsible to: Project Manager**
- **Responsible for: Residents**
- **Liaison with: Project manager, residents**

Main Tasks Of Job:

- Provide a point of support for residents outside of normal office hours
- Complete case file recording, incident reporting and administration tasks such as filling or photocopying
- Monitor the security of the building and ensure its cleanliness
- Maintain accurate records and log any interaction with residents during the shift or concerns
- Develop a relationship of trust, care and understanding with all residents via social interaction
- Liaise with emergency services where applicable
- Inform your line manager of any serious incident or crisis as soon as practicable
- Participate in training and contribute positively to supervision and appraisal
- Work flexibly and have the ability to swap shifts and work at weekends, holiday periods, and overnight, as required
- Ensure that house rules in regards to drugs and alcohol are maintained
- Work collaboratively with colleagues and ensure that hand over is thorough and helpful
- To work within the parameters of the Charity’s policies and procedures

The above is not an exhaustive list of duties and you will be expected to perform different tasks as required by your role and the overall objectives of the charity.

Job description approved by: Susan Swarbrick (CEO)

Date: September 2020

Employee Signature:

Date:

Employer Signature:

Date:

PERSON SPECIFICATION

(To be read in conjunction with the Job Description)

POST	Night Housing Support Worker
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	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications/Attainments	<ul style="list-style-type: none"> Willingness to consent to a Disclosure & Barring Service check 	<ul style="list-style-type: none"> Educated to QCF (formerly NVQ) Level 3 standard in Health and Social Care, Housing, Substance Misuse or Counselling First Aid Certificate/ Food Hygiene Certificate Good standard of basic education to GCSE level or equivalent
Relevant Experience	<ul style="list-style-type: none"> Experience of lone working - in a hostel or similar environment 	<ul style="list-style-type: none"> Understanding of the issues associated with being homeless and supporting vulnerable adults
Special Attributes	<ul style="list-style-type: none"> Knowledge of maintaining and practicing professional boundaries with residents Physical ability to complete cleaning tasks or other minor repairs Good listening skills Ability to respond to the needs of people in a caring, tactful and diplomatic way Sound written and verbal communication skills Ability to motivate, encourage and help residents to develop their self determination Ability to organise your time and work within a team True commitment to work with, and alongside, some of the more disadvantaged members of our society Be non-judgemental in attitude and approach when dealing with vulnerable people Ability to make yourself available, in some cases with very little notice if a 	<ul style="list-style-type: none"> Awareness of mental health, alcohol, drug misuse and or offending behaviour Basic IT skills

	<p>shift becomes unavoidably available, and the relief has not yet arrived</p> <ul style="list-style-type: none"> • Willingness to be flexible, adaptable and a determination to show dependability and reliability • Good sense of humour • A confident commitment to the aims and values of the Charity 	
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Employee Name:

Employee Signature:

Date: