

Sessional Project Worker – Vincent House

Job Title:

Project Worker (Sessional)

Main Purpose Of The Post:

To further the aims of the project by providing support for single homeless people, male and female, aged 18 to 65, within a stable, supportive environment at Vincent House.

To be responsible for the safety and security of clients in Vincent House including completing necessary paperwork, preparing meals, maintaining building cleanliness, supporting and supervising service user's and overseeing emergency placements that may occur out of office hours.

Relationships:

- **Responsible to: Project Manager**
 - **Responsible for: Service Users**
 - **Liaison with: Project Manager, Residents**
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Main Tasks Of Job:

Your main duties are as follows:

- Provide point of contact and support to residents in Vincent House, including clients residing and accessing the Emergency Unit
- Clean all communal areas within the hostel during a night shift
- Prepare meals as required for up to 20 residents
- Complete case file recording, incident reporting and administration tasks
- Develop a relationship of trust, care and understanding with all residents
- Liaise directly with other agencies as necessary
- Maintain accurate records and log any interaction with residents during the shift or concerns
- Inform your line manager of any serious incident or crisis as soon as practicable
- Liaise with emergency services where applicable
- Participate in the day to day running of Vincent House including cleaning, meal preparation, general maintenance etc.
- Participate in training
- Work flexibly as required
- Ensure the safety of residents through effective monitoring of the security of the premises
- Monitor visitors to the project and ensure the project is safe at all times
- Work collaboratively with colleagues and ensure that hand over is thorough and helpful
- Ensure that house rules in regards to drugs and alcohol are maintained
- To work within the parameters of the Charity's policies and procedures

Job description approved by: Susan Swarbrick (CEO) **Date:** 03/2015

Employee Signature: **Date:**

Employer Signature: **Date:**

PERSON SPECIFICATION

(To be read in conjunction with the Job Description)

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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"> Good standard of basic education to GCSE level or equivalent, with 3 passes to include maths and English (Grade C or above, or equivalent) First Aid Certificate or Food Hygiene Certificate
Relevant Experience	<ul style="list-style-type: none"> Work as part of a team 	<ul style="list-style-type: none"> Employment or volunteering experience of supporting people Experience of lone working in a hostel or similar environment Understanding the issues associated with being homeless including supporting people with multiple or complex needs
Knowledge/ Skills	<ul style="list-style-type: none"> Ability to work on own initiative and as part of a team Good listening skills Ability to respond to the needs of people in a caring, tactful and diplomatic way Good written and verbal communication skills Physical ability to complete cleaning tasks IT skills in relation to producing reports, emails and submitting information electronically 	<ul style="list-style-type: none"> Knowledge of the benefits system, preferably Income Support, JSA or Housing Benefit Knowledge of professional boundaries Awareness of mental health, alcohol, drug misuse and or offending behaviour
Special Attributes	<ul style="list-style-type: none"> 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 shift becomes unavoidably available, and the relief has not yet arrived Willingness to be flexible, adaptable and a determination 	<ul style="list-style-type: none">

	<p>to show dependability and reliability</p> <ul style="list-style-type: none">• Good sense of humour• An appreciation of the confidentiality needed to preserve the dignity of people in residence• A confident commitment to the aims and values of the Charity	
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