

CYMDEITHAS GOFAL THE CARE SOCIETY

JOB DESCRIPTION

Post:	Emergency Accommodations Worker
Based:	Aberystwyth
Responsible To:	Emergency and Supported Accommodations Manager

The main objectives of the post will be:

To operate as part of a team in delivering an effective customer focused rooflessness and resettlement and Emergency Accommodation service. To be active in promoting and fostering effective working relationships with service users, colleagues and outside agencies with a view to enhancing the reputation of the organisation.

Role:

The Night Projects Worker will work under the direction of the Emergency and Supported Accommodations Manager / Emergency Accommodations Officer in carrying out the following tasks:

- To maintain accurate objective records, including keeping an accurate log of all events occurring during the shift in the daily log book (and to debrief the project manager when possible)
 - To carry out planned sweeps of the accommodations, checking for health and safety concerns, excess noise and disturbances, and to deal with such matters in conjunction with colleagues.
 - To utilise the nightly on call service whenever necessary
 - To follow any requests or instructions noted in the daily log from the Project Manager.
 - To keep fully informed of Organisational information and development through communication channels available.
 - To maintain strong working relationships with other teams within The Care Society.
 - To comply with all relevant Organisational Policies.
 - To report any damage or fault to the appropriate authorities.
 - To assist Shelter Users and/or residents with queries and to 'signpost' them to the relevant agencies if necessary.
 - To carry out cleaning duties as and when required.
 - To participate in scheduled supervisions throughout the year
 - To represent The Care Society positively and professionally at all times.
 - To undertake any other duties as may be required
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General Care Society Responsibilities:

- The Care Society is fully committed to the active promotion of equality and diversity in its capacity as an employer and in the provision of all its services. It is the individual responsibility of each staff member to ensure the application of this Policy.
- Under the Health and Safety at Work Act, all employees are required to take care of their own health and safety and that of other employees and members of the public, and to co-operate with the Society in complying with their statutory duties.
- Strict adherence to confidentiality, particularly regarding personal details of staff and service users, is of paramount importance.
- Communication and teamwork is a vital aspect to the success of the Society's work. Consequently all members of staff are contracted to attend regular team and occasional organisational meetings as directed by the Emergency and Supported Accommodations Manager
- To contribute to the development and promotion of the projects and further initiatives within the Care Society.

Whilst this job description is indicative of the range of current duties and responsibilities of the post holder, it is not comprehensive. It is inevitable that the duties will change as the role develops and it is essential therefore that it should be regarded with a degree of flexibility, so that changing circumstances can be met. As the scheme develops, the job description will be reviewed with the post holder.