CYMDEITHAS GOFAL THE CARE SOCIETY

JOB DESCRIPTION

Post: Night Projects Worker

Based: Aberystwyth

Responsible To: Night Shelter and Temporary Accommodations Manager / Temporary Accommodations Officer

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 Night Shelter and Temporary Accommodations Manager / Temporary 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

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 Night Shelter & Emergency Accommodation 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.

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TERMS OF EMPLOYMENT

Night Projects Worker

Hourly rate: £13.45 per hour

Duration: Permanent subject to funding

Work Base: Aberystwyth

Duty Times:

- Evening shift 6.00 pm to midnight.
- Evening shift 5.00pm to midnight
- Evening shift 7.00pm – midnight
- Weekend Day Time 8.00am – 6.00pm – may be split to 2 x 5hr shifts
- Weekend Day Time 9.00am - 5.00pm
- 8.00pm – 8.00am overnight waking shift .

You are required to be available to work any combination of the above shift patterns.

Holidays: 20 days rising to 25 days (pro rata)

Probationary Period: New employees work a probationary period of 4 months.

Smoking: A non-smoking policy operates in all Projects.

Notice: 1 week and rising to 1 month following probation

References: Any offer of employment will depend on receiving a Disclosure Barring Service check (which the Care Society initiates) and on receiving satisfactory references from current/ previous employers

Equal Opps. : The Society operates an Equal Opportunities and Diversity Policy.

DBS

This role involves regular, unsupervised access to vulnerable adults and children and requires direct, face-to-face contact. The post holder must work independently while maintaining a safe, inclusive, and respectful environment, with a strong commitment to safeguarding. An enhanced DBS check is required, and a check of the adults and children barred list may apply where the role meets the criteria for regulated activity under the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012)

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Person Specification using Competencies

Night Projects Worker

Competency	Essential	Desirable
Working Alone	Self-motivated and assumes responsibility for own actions	
Working with Others	Is objective, non-judgemental and shows respect when working with service users	
Customer Focused	Delivers excellent customer service and makes decisions based on an understanding of their diverse needs	
Integrity	Maintains confidentiality at all times in and out of workplace	
Team Work	Ability to contribute equally and effectively to and work cooperatively within a team	
Interpersonal Skills: Communication	Expressing yourself clearly in writing and verbally, developing a rapport with service users	
Interpersonal Skills: Communicating in difficult situations		Employing empathy and conciliation in resolving difficult situations
Decision Making	Ability to choose between two or more courses of action by weighing up pro's and con's	
Flexibility & Adaptability	Willingness and ability to adapt to changing circumstances and to work unsociable hours	
Acquiring Knowledge		Demonstrates experience and awareness of working with homeless or disadvantaged people
General Requirement		Full Driving Licence
Languages		Ability to speak Welsh