

Job Description

Job Title:	Relief Night Duty Worker
Accountable to:	Assistant Housing Manager and ultimately the Housing Manager
Hours:	Normally mid / late evening until morning on a relief basis to cover leave, illness etc
Salary:	£9.00 per hour

Job Purpose:

- To provide an effective night duty service for residents of the hostel and visitors
- To support the development of an organisational culture that puts our Christian Core Values– Caring, Honesty, Respect and Responsibility - at the centre.

Key Areas of Responsibility:

1 Specific:

- 1.1 To undertake responsibility for the building and all building users regarding safety and security
- 1.2 To be a first point of call when dealing with emergencies, e.g. fire, medical, police etc.
- 1.3 To undertake regular building patrols and produce reports as necessary
- 1.4 To prepare for handover at shift changes
- 1.5 To issue verbal and written warnings to residents as necessary, in line with current policies and procedures.

2 General:

- 2.1 To maintain confidentially with respect to resident information at all times
- 2.2 To support and assist the residents, recording discussions where appropriate and necessary
- 2.3 To establish and maintain links and good working relationships with external agencies
- 2.4 To undertake administrative tasks as required
- 2.5 To report any necessary repairs in the appropriate way
- 2.6 To attend team meetings as required

General Responsibilities

1 Other Duties

To undertake any other specific duties and responsibilities as may be assigned by the immediate Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that the workload is completed and to undertake any other jobs commensurate with the seniority of the post.

2 Discretion to Act

To exercise discretion in the performance of the duties of the post and to use best practice commensurate with the safety of clients and colleagues, and the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management Team unless properly authorised to do so by the Chief Executive directly or through an appropriate Manager.

3 Relationships

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of Nottinghamshire YMCA. Any breach of confidentiality is extremely serious and may lead to dismissal.

4 Personal Development

To play an active role in the development and implementation of your individual development plan.

5 Association Ethos

To positively promote the Christian aims, objectives, ethos and core values of the Association.

6 Health and Safety

To adhere to the Association's Health and Safety policies at all times.

PERSON SPECIFICATION – RELIEF NIGHT DUTY WORKER

Please ensure that you address all the requirements marked with an “A” in the final column as we will be looking for this information when Shortlisting

<i>Criteria</i>	<i>Requirements</i>	<i>How Assessed*</i>
Experience	1.1 Experience of working in a supported housing environment	A,I
	1.2 Previous experience of night working and an understanding of the issues surrounding night work	A,I
	1.3 Experience of working with people who have drug/alcohol related problems (desirable)	A,I
	1.4 Experience of handling confidential information	A,I
	1.5 Experience of working in and handling stressful situations and calming potentially difficult situations	A,I
Knowledge	2.1 Basic knowledge of health and safety and equality and diversity issues and legislation	A,I
Education/ Training / Qualifications	3.1 Good basic level of education (literacy, IT and numeracy)	A,I
Skills & Abilities	4.1 Ability to work with minimal supervision, use initiative and also work as part of a team	A,I
	4.2 Ability to demonstrate an empathetic and person centred approach	A,I
	4.3 Ability to multi task using effective organisation and planning skills	A,I
	4.4 Ability to demonstrate excellent verbal and written communication skills	A,I
	4.5 Ability to work with discretion and integrity	A,I
Other work related requirements	5.1 Ability to support the Christian core values of the Association	A,I
	5.2 Willingness to undergo a satisfactory enhanced CRB check	D
	5.3 Ability to work shifts including evenings, weekends, Public and Bank holidays sometimes at short notice as required	A,I

***When Assessed** – (A) on Application form, (I) At Interview, (T) During Test, (D) From Documentary evidence e.g. references, qualifications, driving license etc