

JOB DESCRIPTION

Title of Post:	Night Worker
Responsible to:	Project Manager
Location:	Any Projects
Grade:	Locum
Pay:	£11.87 per hour

PURPOSE OF YOUR JOB

- To help single homeless people.
- To provide waking night cover.
- Work with day staff to provide a safe, secure environment for residents.

CRITICAL DIMENSIONS

- Not applicable

PRINCIPAL ACCOUNTABILITIES

1. Carry out security checks and regularly visit all parts of the building throughout the night;
2. Deal with emergencies as they occur and record them as appropriate;
3. Generally supervise resident's conduct, health, hygiene, safety and welfare, while maintaining a flexible and sensitive approach to residents as individuals;
4. Ensure the fabric of the building is maintained and that any defects are reported (including dealing with minor problems, and knowing the location of gas, water stopcocks and electricity main switches);
5. Participate in handovers with the day staff at the start and end of each shift.
6. Carry out administrative procedures as required, including acting upon day book entries and recording incidents or accidents in appropriate places.
7. Clean areas of the hostel as required or at the direction of the Manager or Deputy,
8. Interview, assess and admit residents to the hostel.
9. Supervise locum or agency workers when required;
10. Be responsible for St Mungo's cash and cash in St Mungo's care;
11. Attend meetings or training when required;
12. Participate in supervisions conducted at least monthly by your Line Manager.
13. Undertake other duties as may reasonably be required by your Line Manager.

14. Implement St Mungo's Health & Safety Policies and Procedures with special attention to fire procedures.
15. Act at all times in the best interests of the Association.

GENERAL

- Adhere to St. Mungo's Equal Opportunities and Diversity policies at all times.
- Adhere to St. Mungo's Health & Safety and Confidentiality policies at all times.
- Adhere to St Mungo's Standing Orders and all financial regulations at all times.
- Adhere to St Mungo's No Smoking Policy at all times.

This job description covers the current range of duties and will be reviewed from time to time. It is St Mungo's aim to reach agreement on changes, but if agreement is not possible, St Mungo's reserves the right to change this job description.

PERSON SPECIFICATION

NIGHT WORKER

EXPERIENCE AND TRACK RECORD

Please use the job application form to demonstrate your experience and positive achievement in the following:

1. **Physical**
Physically patrol building and assist residents who may be incapacitated.
2. **Residents**
Respond to and interact effectively with residents, including when faced with challenging or violent behaviour.
3. **Communication**
Communicate effectively both orally and in writing.
4. **Organisation**
Organise and prioritise your own workload.
5. **Initiative**
Use initiative and deal effectively with emergencies.
6. **Records**
Understand and follow administrative procedures and maintain clear, accurate records.
7. **Nights**
Remain alert and work effectively throughout waking night shifts.
8. **Safety**
Be aware of and understand Health & Safety issues in relation to this post.
9. **Reliability**
Be reliable and capable of co-operating effectively as a member of the staff team.
10. **Equal Opportunity**
Understand and be able to implement St Mungo's Equal Opportunities Policy.
11. **Needs of Homeless People**
Explain how your background and interests will help you understand and apply yourself to meeting the needs of the homeless people you will work with.