



Alabaré Christian Care and Support

JOB DESCRIPTION HNW

The purpose of this job description is to indicate the general level of responsibility and standards expected of the post. The detailed duties may vary or develop over time according to needs without changing the nature or level of responsibility of the post.

Job Title: Night Support Worker
Base Young People Leaving Care
Accountable to: Senior Support Worker
Hours of Work: Nights

KEY PERFORMANCE AREAS:

- Work as part of a team being responsible to your Line Manager for the well being of service users.
- Provide service users with practical assistance, advice, advocacy and support in order that they might develop their skills and work toward maximising their independence.
- To hold regular innovative activities by enabling a user led approach to managing the project. To be proactive in building positive relationship with service users. To help create a “User led” project.
- To work in accordance with the objectives of Alabaré Christian Care & Support, its policy and procedures at all times.

RESPONSIBILITIES:

Service User/Support:

- To carry out service users referrals and interview process.
- To work with service users, to carry out assessment and development of their support needs, plans, and risk assessments.
- Work as a key worker for individual residents, following an agreed support plan. To implement and monitor support plans.
- To proactively work with all service users to ensure they are made aware of and understand their rights and responsibilities in relation to the scheme and their licence agreement.
- In agreement with the service user assist with practical skill development such as budgeting, shopping, cooking, housework, laundry, health and hygiene etc as detailed in the support plan.
- Assist with proactive prevention work with service users who may be in danger of losing their accommodation..

- To be actively involved with statutory and voluntary agencies, colleges, day services, training providers and employers to assist service users as appropriate.
- Encourage and support service users in experiencing social and leisure activities and in taking part in their local community.
- Assist service users in having the opportunity to voice their views and be involved in the management of service delivery.
- Maintain service user confidentiality within the policies and procedures laid down for the service.
- Ensure service users are treated with respect and their dignity is maintained at all times.
- To maintain appropriate professional boundaries at all times.

Administration

- Liaise, by telephone and in writing, with voluntary and statutory providers of services as appropriate, ensuring good networks are maintained, attending meetings as requested/necessary.
- Maintain all necessary records in accordance with service policy.
- Maintain administrative records and diary, recording appropriate factual information as accurately as possible.
- Maintain timesheets, expense records and mileage logs in accordance with policies and procedures.
- Ensure confidentiality in relation to all service user documentation.

Finance

- Assist the service users with their finances in line with their own personal plan and company policy.
- Contribute to the budget setting policy as requested by your Line Manager.

Property and Equipment Maintenance/Health and Safety

- Work with and support service users and other staff team members to ensure the maintenance of a clean and safe environment for service users, staff and visitors, ensuring all appropriate Health and Safety guidelines are adhered to in accordance with policy.
- Assisting service users with cleaning tasks as required.
- Report maintenance requests in accordance with service policy.
- At all times adhere to relevant legislation, good practice and policies and procedures, including Health and Safety, Confidentiality and Equal Opportunities, Anti-discrimination. To work at all times to maintain service policies.

Personal

- Attend regular individual personal support and supervision sessions, and Appraisals.
- Attend regular staff team meetings. Attend relevant external meetings as requested by your Line Manager.
- Be committed to personal development through training leading to NVQ accreditation.
- Attend training, conferences and workshops as requested.

Project/Service: (to be completed for each project/service as appropriate)

- To carry out room and health and safety inspections through out the project.
- To encourage the clients to participate in project activities leading to greater independence.

Other

- To Support the Mission, Vision, Values and Christian ethos of Alabaré in a responsible and positive way on all occasions.
- Cover for other members of the team, as requested by your Line Manager.
- We reserve the right to ask you from time to time to undertake any other reasonable duties as required within this role.
- To adhere to the list of general duties contained within the staff handbook.

The job role as described will be reviews from time to time and where necessary be amended. The Job Description also forms the basis at annual discussion of Alabaré’s appraisal programme.

Signed

Print.....

Date.....

ALABARÉ CHRISTIAN CARE CENTRES ARE AN EQUAL OPPORTUNITIES EMPLOYER

PERSON SPECIFICATION (HNW)

Night Support Worker

- Experience of working in supported housing or a related field
- Experience of working unsupervised and on your own initiative.
- Ability to form and maintain professional working relationships with a range of individuals.
- Experience of working as part of a team
- Excellent written, verbal and non-verbal communication skills
- Experience of forming and maintaining appropriate professional boundaries
- Basic IT Skills
- Good working knowledge of the welfare benefits system
- Experience and knowledge of key working systems
- Experience of involving service users in improving services
- Experience and knowledge of Health & Safety legislation and related issues
- Experience of accurately maintaining a petty cash system
- Ability to record information accurately, objectively and within prescribed timescales
- To be able to cover on a flexible rota to include some evenings, weekends, Bank Holidays and sleep-ins.
- To currently hold or be committed to personal development through training leading to NVQ accreditation