

JOB DESCRIPTION: LOCUM OVERNIGHT PROJECT WORKER

Reports to: Director, Based at Well Street, E9
 Hours of work: 9.30pm to 8.30am
 Salary: £13.13 per hour

PURPOSE OF THE ROLE

To cover overnight shifts at Hackney Night Shelter. The Overnight Project Worker is responsible for ensuring the safety and wellbeing of our night shelter guests overnight. They are also responsible for building security. They are expected to remain awake during working hours and will be the sole member of staff on site.

The Charity has a very small team of paid staff and we expect people to be highly flexible in their roles, with a “can do” attitude, willing to turn their hand to anything that needs to be done. This role description therefore provides only a summary of the main duties and other tasks may be required.

Key responsibilities and duties

Guest-related

- Responsible for the welfare and safety of night shelter guests throughout the night
- To respond to guest welfare needs particularly relating to health and wellbeing through the night
- To ensure that guests receive a welcoming and inclusive service
- Respond appropriately to any anti-social behaviour, emergencies, incidents or disruption in the building
- Contact and liaise with emergency services if necessary
- To work closely with day staff and volunteers to provide an efficient and effective service
- Provide support and advice as needed, refer any issues to the Shelter Coordinator and other professionals for support where required
- Provide clear and concise handovers ensuring risk information takes priority
- Ensure that guests adhere to their agreement reporting to the Shelter Coordinator. This may involve excluding guests who breach their conditions of stay

Building related

- Ensure that the building is locked and secure overnight. Carry out regular security checks
- Carry out relevant health and safety checks and report any issues for follow up to day staff
- Maintain accurate records of nightly checks

Cleaning and maintenance

- Building and room maintenance as necessary, including cleaning and practical duties
- Comply with all Legal and Health and Safety requirements

General

- Maintain an in-depth and up to date knowledge of all Hackney Doorways’ practices, policies and procedures, including safeguarding of vulnerable adults
- Participate in training, supervision and team meetings
- Ensure services are delivered to agreed standards and good practice protocols
- Represent Hackney Doorways in a professional manner at all times

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| DBS and references | | |
| Appointment will be subject to the receipt of satisfactory references and a DBS check. | | |
| PERSON SPECIFICATION | | |
| | Essential | Desirable |
| QUALIFICATIONS AND EXPERIENCE | | |
| A good standard of education | ✓ | |
| Experience of working in the voluntary sector | | ✓ |
| Health and Safety knowledge or experience | | ✓ |
| First Aid Certificate | | ✓ |
| SKILLS | | |
| Excellent interpersonal skills, including an ability to work with guests and teams of volunteers | ✓ | |
| Ability to maintain confidentiality and appropriate professional boundaries | ✓ | |
| Ability to complete paperwork and records accurately | ✓ | |
| Computer literacy with experience of using Microsoft Office | ✓ | |
| KNOWLEDGE AND UNDERSTANDING | | |
| Understanding of and empathy with the needs of marginalised and vulnerable people | ✓ | |
| An understanding of and commitment to equality, diversity and anti-discriminatory practice | ✓ | |
| OTHER | | |
| Commitment to the vision and values of the charity | ✓ | |

Closing date for applications:

We will be considering applications as we receive them.

To apply:

Please send your CV and a supporting statement telling us why you are interested in the role and how you meet the person specification.

Send your completed application by email to:

Mark@hackneydoorways.org.uk