

Job Description

1. JOB PROFILE:

Post	PROJECT WORKER (SESSIONAL) – VINCENT HOUSE
Term of post	Sessional
Salary and Conditions	£20,547 pro rata Salary Point 17 £10.51 per hour
Hours	Flexibility is essential as includes evening, waking nights and weekend work as required on a sessional basis.
Line Manager	Project Manager
Job Location	Vincent House, 61 Furness Avenue, Blackpool
Approved by CEO	March 2015

2. PURPOSE OF THE POST:

To further the aims of the project by providing support for single homeless people, male and female, aged 18 to 65, within a stable, supportive environment at Vincent House.

To be responsible for the safety and security of clients in Vincent House including completing necessary paperwork, preparing meals, maintaining building cleanliness, supporting and supervising service user's and overseeing emergency placements that may occur out of office hours.

3. RESPONSIBILITIES:

The principle responsibilities of the person performing this job are as follows:

- Respond positively to all referrals and facilitate support in accordance with the admissions criteria
 - Ensure that all administrative tasks; including the update of case files, risk registers and referral documentation are completed effectively
 - Respond, receive and prepare for referrals into the Emergency Unit
 - Ensure that the handling of all medication is safe and in full accordance with the Charity's procedures so that all residents can be confident of their wellbeing at all times
 - Ensure that Vincent House is properly secured and that particular attention is given to staff areas and to ensure that the assets of the Charity are safeguarded at all times
 - Ensure that any expenditure is correctly recorded, receipted and accounted for
 - Ensure that a staff presence is maintained at Vincent House at all times
 - Account for the conduct of duties as required from time to time verbally and in writing
 - Uphold the philosophy, principles and procedures of Caritas Care's Vincent House and contribute positively to the ethos and reputation of the Charity
 - Ensure that Vincent House is a safe environment for all in residence throughout the day and night shifts
 - Respond promptly and positively to any issues that may arise during the day and night shifts
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4. KEY TASKS:

Your main duties are as follows:

- Provide point of contact and support to residents in Vincent House, including clients residing and accessing the Emergency Unit
- Clean all communal areas within the hostel during a night shift
- Prepare meals as required for up to 20 residents
- Complete case file recording, incident reporting and administration tasks
- Develop a relationship of trust, care and understanding with all residents
- Liaise directly with other agencies as necessary
- Maintain accurate records and log any interaction with residents during the shift or concerns
- Inform your line manager of any serious incident or crisis as soon as practicable
- Liaise with emergency services where applicable
- Participate in the day to day running of Vincent House including cleaning, meal preparation, general maintenance etc.
- Participate in training
- Work flexibly as required
- Ensure the safety of residents through effective monitoring of the security of the premises
- Monitor visitors to the project and ensure the project is safe at all times
- Work collaboratively with colleagues and ensure that hand over is thorough and helpful
- Ensure that house rules in regards to drugs and alcohol are maintained

5. ADDITIONAL DUTIES:

It is the nature of the work of Caritas Care that tasks and responsibilities are, in many circumstances, unpredictable and varied. Each staff member is, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. Such additional duties would normally be to cover unforeseen circumstances or changes in work and would normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

6. CONFIDENTIALITY:

It is expected that all Caritas Care employees will understand that our work is confidential and that personal details must not be divulged to members of the public. This obligation will continue indefinitely even after termination of employment. All approaches by the media or other third parties must be referred, unanswered, to the line manager.

7. VALUES AND PRACTICE PRINCIPLES:

The person who holds this position is expected to be familiar with and have regard to the Vision, Mission and Values Statement of Caritas Care and work within that framework. He or she must be prepared to operate within the ethos of the charity.

8. QUALIFICATIONS AND EXPERIENCE:

The post holder will be expected to demonstrate his or her suitability for the post through life and career experience. See the Person Specification for full details.

Susan Swarbrick
Chief Executive

PERSON SPECIFICATION

(To be read in conjunction with the Job Description)

POST	PROJECT WORKER (SESSIONAL) – VINCENT HOUSE
APPROVED BY CEO	May 2010

1	QUALIFICATIONS (E = Essential D = Desirable)	E	D	Evidence to be derived from
	<ul style="list-style-type: none"> Good standard of basic education to GCSE level or equivalent, with 3 passes to include Maths and English (Grade C or above, or equivalent) 		✓	Application Form
	<ul style="list-style-type: none"> First Aid Certificate or Food Hygiene Certificate 		✓	Application Form

2	EXPERIENCE (E = Essential D = Desirable)	E	D	Evidence to be derived from
	<ul style="list-style-type: none"> Employment or volunteering experience of supporting people 		✓	Application Form
	<ul style="list-style-type: none"> Work as part of a team 	✓		Application Form
	<ul style="list-style-type: none"> Experience of lone working in a hostel or similar environment 		✓	Application Form
	<ul style="list-style-type: none"> Understanding the issues associated with being homeless including supporting people with multiple or complex needs 		✓	Application Form / Interview

3	KNOWLEDGE / SKILLS (E = Essential D = Desirable)	E	D	Evidence to be derived from
	<ul style="list-style-type: none"> Knowledge of the benefits system, preferably Income Support, JSA or Housing Benefit 		✓	Interview
	<ul style="list-style-type: none"> Ability to work on own initiative and as part of a team 	✓		Interview
	<ul style="list-style-type: none"> Good listening skills 	✓		Application Form / Interview
	<ul style="list-style-type: none"> Ability to respond to the needs of people in a caring, tactful and diplomatic way 	✓		Application Form
	<ul style="list-style-type: none"> Good written and verbal communication skills 	✓		Application Form
	<ul style="list-style-type: none"> Knowledge of professional boundaries 		✓	Interview
	<ul style="list-style-type: none"> Awareness of mental health, alcohol, drug misuse and or offending behaviour 		✓	Application Form
	<ul style="list-style-type: none"> Physical ability to complete cleaning tasks 	✓		Interview
	<ul style="list-style-type: none"> IT skills in relation to producing reports, emails and submitting information electronically 	✓		Application Form

4	ATTITUDES & VALUES (E = Essential D = Desirable)	E	D	Evidence to be derived from
	<ul style="list-style-type: none"> • True commitment to work with, and alongside, some of the more disadvantaged members of our society 	✓		Application Form / Interview
	<ul style="list-style-type: none"> • Be non-judgemental in attitude and approach when dealing with vulnerable people 	✓		Application Form / Interview
	<ul style="list-style-type: none"> • Ability to make yourself available, in some cases with very little notice if a shift becomes unavoidably available, and the relief has not yet arrived 	✓		Application Form / Interview
	<ul style="list-style-type: none"> • Willingness to be flexible, adaptable and a determination to show dependability and reliability 	✓		Application Form / Interview
	<ul style="list-style-type: none"> • Good sense of humour 	✓		Interview
	<ul style="list-style-type: none"> • An appreciation of the confidentiality needed to preserve the dignity of people in residence 	✓		Interview
	<ul style="list-style-type: none"> • A confident commitment to the aims and values of the Charity 	✓		Interview

5	MISCELLANEOUS (E = Essential D = Desirable)	E	D	Evidence to be derived from
	<ul style="list-style-type: none"> • Willingness to consent to a Disclosure & Barring Service check 	✓		Interview

SUSAN SWARBRICK
Chief Executive