

# Job Description

**ROLE:** Locum Night Worker

**RESPONSIBLE TO:** Team Leader

## Overall purpose of the role

- To provide waking night cover
- To be responsible for the safety and security of the building and residents.

## Main Duties and Responsibilities

1. Carry out security checks, monitor CCTV and regularly visit all parts of the building, including the external perimeter, throughout the night
2. Deal with emergencies as they occur and record them as appropriate.
3. 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).
4. Provide basic first contact advice and support to clients and contact the on call manager as appropriate.
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, accidents or maintenance issues in appropriate places.
7. Where health and safety dictates, clean areas of the hostel as required.
8. Attend meetings or training when required.
9. Participate in supervisions conducted at least monthly by your Line Manager.
10. Undertake other duties as may reasonably be required by your Line Manager.
11. Implement ICH Health & Safety Policies and Procedures with special attention to fire and emergency evacuation procedures.
12. Adhere to ICH policies and procedures at all times.

**The list of tasks is not an exclusive one and duties may be varied from time to time by the Team Leader. This job description is subject to regular review.**

# Person Specification

**ROLE:** Night Worker

## **1.0 Experience**

- 1.1 Proven experience of working with challenging and hard to engage client groups.
- 1.2 Experience in implementing and managing change and innovation.
- 1.3 Experience in identification and assessment of risk.

## **2.0 Skills and Abilities**

- 2.1 Ability to plan, organise and prioritise workload.
- 2.2 Ability to carry out checks, keep accurate and timely records.
- 2.3 Ability to present factual information concisely and promptly.
- 2.4 Ability to meet deadlines.
- 2.5 Ability to use judgement and discretion.
- 2.6 Ability to communicate effectively, verbally and in writing
- 2.7 Ability to influence and negotiate
- 2.8 Ability to implement management decision
- 2.9 Ability to positively influence staff morale and performance
- 2.10 Ability to work on own initiative without direct supervision

## **3.0 Knowledge**

- 3.1 Knowledge of current housing legislation, particularly in relation to Health and Safety.
- 3.2 Knowledge and understanding of good practice in housing management.
- 3.3 Knowledge and understanding of how to use ICT and Microsoft Office applications.
- 3.4 Knowledge and understanding of working in a diverse environment.

## **4.0 Qualifications**

- 4.1 To be educated to GCSE standard (or equivalent) and able to demonstrate this in both written and numeric skills.

## **5.0 Other**

- 5.1 To work on a rota of 3 nights on/off.