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<b>JOB DESCRIPTION:</b>	<b>July 2017</b>
<b>POST:</b>	<b>Night Support Worker</b>
<b>HOLIDAY:</b>	<b>35 days inclusive of bank holidays</b>
<b>RESPONSIBLE TO:</b>	<b>Local Management Team</b>
<b>RESPONSIBLE FOR:</b>	<b>The Safety and Wellbeing of service users and the security and safety of the building during the night shift</b>

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## **DEPAUL**

All the charities which form the Depaul Group continue to work in the spirit of St Vincent de Paul in a practical and non-judgmental way, a 'Vincentian' way, with their focus on responding to need through action and innovation. Our staff and volunteers are drawn from all walks of life - people of any faith or none - and we work with those who are on the margins of society, again people of any faith or none, from the young to the elderly. All the charities within the Depaul Group work in a way which acknowledges diversity and equality of opportunity for all.

## **GENERAL RESPONSIBILITY**

To provide practical care and support for entrenched homeless street drinkers working in accordance with the organisations Low Threshold and Harm Reduction ethos. This post involves night and weekend work with one day shift required per month to allow for effective supervision and engagement with the day shift during the Team Meeting.

This role will be responsible for monitoring and managing the night time activity of the service. The post holder will have housekeeping and security responsibilities as well as ensuring that the safety and well-being of service users are protected throughout the night.

## **1. PRINCIPLE DUTIES - SERVICE DELIVERY**

- 1.1 To work as part of the overall Stella Maris team which also includes Day Support Workers, EVS volunteers and local volunteers.
- 1.2 To ensure that the practical needs of the service users are met and to assist them with these throughout the course of the night when required.
- 1.3 To work with all service users to win their trust and respect and to deal with difficult or problematic situations in a sensitive manner.
- 1.4 To assist and maintain good order and organisation in the service.
- 1.5 In conjunction with the service users, to ensure that the house is kept to a good standard of tidiness, cleanliness and hygiene including communal areas and bathrooms. Encouraging service users to take responsibility for maintaining their own environment, and supporting them with laundry and cleaning tasks.

### **Dublin Office    Belfast Office**

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Charity Reg. No. CHY 14753

Charity Reg. No. XR87991

### **Depaul Board of Trustees 2017**

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- 1.6 Night time security and monitoring of the building and its environs.
- 1.7 Supervision of service users with particular attention to service users with high care needs/serious health issues.
- 1.8 Where necessary and in conjunction with the day staff team, to support service users with their prescriptions and proper taking of medication as prescribed by their doctors and to adhere to their alcohol management plans. To record and report any non-compliance of same.
- 1.9 To effectively manage incidents/accidents that may arise during the course of the night in line with local procedures and Depaul's Low Threshold ethos.
- 1.10 To report to the management team any crisis or behaviour management issues and to use the On-call system as required.
- 1.11 As necessary to liaise with emergency services and/or other night services.
- 1.12 To regularly input into and maintain information on the services computerised system (OTIS).
- 1.13 To support service users to work in line with their support plan and agreed actions.
- 1.14 To support service users to work in line with their safety and wellbeing assessment and management plans as agreed.

## 2 HEALTH AND SAFETY

- 2.1 To ensure that Health and Safety standards are met within the service in accordance with Depaul's Health and Safety policy and Stella Maris' local procedures.
- 2.2 To undertake assigned duties regarding the overall health and safety and security of the building and to use security/safety systems put in place.
- 2.3 To ensure good housekeeping and upkeep of the equipment, furnishings etc. so that they remain to a high standard.
- 2.4 To record and report all health and safety, maintenance and security issues.

## 2 TEAM WORK

- 3.1 To work as a member of the Stella Maris team in the best interests of the service users. To work in conjunction with the Day Support Team to ensure that all information is shared and that service users are effectively supported and managed.
- 3.2 To participate in handovers ensuring that shifts are planned, important information is handed over and that all records have been updated appropriately.

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- 3.3 To communicate all relevant information and appointments to colleagues through established communication systems.
- 3.4 To attend and participate in team meetings once every 4 weeks and attend staff team days when required.

#### 4 GENERAL RESPONSIBILITIES

- 4.1 In conjunction with your Line Manager to continuously develop the role to ensure that all tasks are being undertaken in an effective and appropriate manner which meets the strategic aims and objectives of Depaul.
- 4.2 To participate in internal/external meetings as required, and attend training events, conferences and other functions as necessary. To assist in maintaining of good working relationships with external agencies.
- 4.3 To participate in regular supervision and annual appraisal, and help in identifying your own job-related development and training needs.
- 4.4 To ensure that all Depaul policies and procedures are being adhered to, particularly those relating to Health and Safety, Code of Practice and Confidentiality.
- 4.5 To contribute to the effective implementation of Depaul's Equal Opportunities Policy as it affects both Depaul and its work with service users.
- 4.6 To at all times undertake your role in a professional manner maintaining a high quality standard of work, and to always work in accordance with the aims, values and ethos of Depaul.
- 4.7 To undertake any other duties that may be required which are commensurate with the role in consultation with the manager

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