



depaulireland.org

<b>JOB DESCRIPTION:</b>	<b>August 2017</b>
<b>POST:</b>	<b>Cover Worker</b>
<b>HOURS:</b>	<b>35 hours per week</b>
<b>SALARY:</b>	<b>£8.95 per hour</b>
<b>HOLIDAY:</b>	<b>Entitlement calculated on the number of hours worked – based on 35 days per annum</b>
<b>RESPONSIBLE TO:</b>	<b>Local Management Team</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.

## SUMMARY OF JOB

This service is managed by Depaul working in partnership with Radius Housing Association. Stella Maris operates on a 24-7 basis (split between day and night support teams), it is a low threshold service working with people who have a long history of street drinking and homelessness, some of whom do not wish to cease drinking. The project delivers a quality service based on the principles of harm reduction.

The role will involve providing cover during periods of annual leave and absence from the service. The candidate must work alongside a fully trained staff team to provide structured support to service users. This post will involve day, evening, night work and weekend work.

## AREAS OF RESPONSIBILITY

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### 1 Main tasks

- 1.1 To be a member of the Stella Maris team which includes day workers, night support workers, auxiliary staff, EVS and local volunteers.

#### Belfast Office

Ravara House,  
1 Fitzwilliam Avenue  
Ormeau Road  
Belfast, BT7 2HJ  
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#### Dublin Office

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ROI Registered Charity No. CHY 14753  
NI Registered Charity No. XR87991

#### Depaul Board of Trustees 2015

Frank Allen	Larry Mc Ardle
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- 1.2 To provide accommodation and support for people who have experience of being long term street homeless with alcohol misuse issues.
- 1.3 To ensure that the practical needs of the service users are met (in conjunction with volunteers); i.e. providing food, laundry, clean bedding, etc.
- 1.4 To ensure a safe and secure environment throughout the course of the day and to maintain high standards within the project.
- 1.5 To assess the needs of the service users and to refer them on to appropriate agencies and advice projects.
- 1.6 When required, to keywork service users, recording the work appropriately, advocating for them, organising their files, and updating the Line Manager and the team on progress as required.
- 1.7 To liaise with outside agencies (such as the NIHE, Health Trusts and the DHSS) and statutory bodies with particular regard to housing, health and benefit issues.
- 1.8 To work with all service users to gain their trust and respect and to deal with difficult or problematic situations in a sensitive manner.
- 1.9 To carry out the duties on the cleaning rota.
- 1.10 To ensure all quality assurance policies and procedures are adhered to.
- 1.11 To support service users to work in line with their support plan and agreed actions.
- 1.12 To support service users to work in line with their safety and wellbeing assessment and management plans as agreed.

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## 2 Team work

- 2.1 While on shift, you will work with other members of the staff team. You will be expected to make decisions consistent with those of other project workers, as agreed by the project team.
- 2.2 To participate in handovers ensuring that shifts are planned, important information is handed over and that all records have been updated appropriately.
- 2.3 To communicate all relevant information and appointments to colleagues through established communication systems.
- 2.4 To attend and participate in team meetings and staff team days.

## 3 Health and Safety

- 3.1 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.
- 3.2 To undertake assigned duties regarding the overall health and safety and security of the building and to use security/safety systems put in place.
- 3.3 To ensure good housekeeping and upkeep of the equipment, furnishings etc. so that they remain to a high standard.
- 3.4 To record and report all health and safety, maintenance and security issues.

## 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 and meet the strategic aims and objectives of the Depaul.
- 4.2 To participate in internal/external meetings as required, and attend training events, conferences and other functions as necessary.
- 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's policies and procedures are being adhered to, particularly those relating to Health and Safety, Code of Practice and Confidentiality.

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- 4.5 To contribute to the effective implementation of Depaul's Equal Opportunities Policy as it affects both the organisation and its work with this client group.
- 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 Undertake any other duties that may be required which are commensurate with the role.

## **5 Other**

- 5.1 To be involved in the preparation of reports, statistics and other papers which may be required by the Local Management Team.
- 5.2 To regularly input and maintain information relating to service users on a computerised system (OTIS).
- 5.3 To ensure all appropriate records and forms are completed by service users
- 5.4 To build up good working relationships with other projects and agencies.
- 5.5 Wherever possible, to keep up-to-date with both national and local government decisions relevant to the organisations work with homeless people.
- 5.6 To receive and show visitors round the project.
- 5.7 To maintain all records of work necessary for the smooth running of the project.

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