

Lincolnshire YMCA Ltd

JOB DESCRIPTION

Night Staff

Job Title: Night Staff

Responsible to: Housing Manager

Responsible for: not applicable

Job Purpose

To implement all Housing policies and procedures as directed by the Housing Manager.

To be in agreement with Lincolnshire YMCA's Aims and Purposes and its Mission Statement.

Duties and Responsibilities

At the start of a shift to liaise with the outgoing Duty Officer and message book.

To lock main door and make secure the rest of the buildings.

To admit residents and visitors.

To ensure residents' visitors leave at 11.00pm.

To complete any basic administration work as required.

To take telephone messages and deal with appropriately.

To make regular and frequent checks of the buildings, both internally and externally.

To make certain there are no disturbances between 11.00pm and 7.00am by people or machines in accordance with the Residents' Licence.

To record in the message book anything of significance.

To unlock residential doors at 7.00am and Centre block doors at 7.15am.

When in doubt regarding any decision, to seek the advice of the Housing Manager or the officer on call.

To build relationships based on trust and support.

To uphold the Aims and Purposes of the YMCA at all times.

To undertake any other reasonable duty that may be requested.

Scope and Limits of Authority

The Association has a 76 Bed Supported Housing project. The post holder, under the direction of the Housing Manager, will be responsible for providing a safe environment during the hours of 9.00pm - 8.30am seven days a week.

Person Specification

Knowledge

An understanding of working with people within supported accommodation and working night shifts

Experience of working in a care/support environment or security/warden's post would be desirable.

Skills and Abilities

It is essential that the post holder has excellent inter-personal and communication Skills.

The Association is situated on the periphery of the East End of the city close to the city centre. The area has high unemployment and is an Urban Regeneration area. The 76 bed housing project, which is operational 24 hours a day, deals with special needs residents. The post is a very demanding one dealing with drug, alcohol and mental health problems and people with learning difficulties.

Lots of patience and a good sense of humour with a lively and outgoing personality are essential.