



## Night Project Worker – Supported Accommodation (GLS)

**HOURS:** 35 hours per week

**SALARY:** £12.60 per hour, £22,995 per annum

**ANNUAL HOLIDAYS:** 6 weeks plus Bank Holidays

**LOCATION:** Keighley

### Job Description

#### **REPORTS TO: Scheme Manager**

We have three group living services based within the Bradford area, each service aims to provide young people with the skills, knowledge and confidence needed for independent living. The young people who live in our accommodation are from a wide range of backgrounds; primarily care leavers 16-17 and Unaccompanied Asylum Seeking Children (UASC).

The teams consist of a manager, housing support staff, project workers and night project workers who also have a night team leader, ensuring our young people have support 24/7.

There is an expectation that you are able to provide cover at any of our three homes as and when required, access to a car is therefore essential for this role.

You will also provide support with domestic duties in the home, expected to keep accurate records, especially when completing handovers and the ability to respond to any emergencies appropriately. We are looking for someone who will enjoy the challenges and rewards of working with young people.

#### **RESPONSIBILITIES**

- To safeguard the young people within the service – including reporting and responding to safeguarding disclosures, accessing support from relevant services and internally when necessary.
- To lone work and to be awake throughout the night on site, a floating person is always available as and when needed.
- To ensure all young people adhere to the House Rules.



- Resolving and dealing with any anti-social behaviour.
- To contact emergency services as required to deal with any incidents or emergencies.
- To develop positive and professional working relationships with young people to achieve positive outcomes through listening and one to one conversations.
- To have an open and flexible approach to working with young people and a good knowledge of how to positively manage behaviour that can challenge.
- Completing welfare checks and other Health and Safety duties. Engage in all aspects of housing management; reporting repairs, fire alarm tests, overall health and safety of the building and the young people who live in them.
- To complete general housekeeping and domestic duties to ensure living standards are maintained. This will include cleaning of voids, communal areas, offices and toilets.
- To ensure the safety and wellbeing of the young people in site by paying particular regard to building security including access to the building, monitoring of CCTV and regular safety checks of the building and communal areas through the night.
- To complete a written and verbal handover each morning, highlighting any incidents or concerns during the night, any telephone calls, repairs and items that need to be restocked.

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; it may therefore be subject to change.

For management and specialist roles, colleagues will be responsible for the determination, assessment and management of risk.

### **Safer Recruitment**

Horton Housing is committed to safe and fair recruitment, safeguarding and protecting the people that we support. The majority of positions here at Horton will require a fully completed application form and an enhanced DBS check to identify and reject applicants who are unsuitable to work with children or young people.

## **Person Specification**

### **ESSENTIAL**

- Experience of working in an environment that caters for Young People and/or people seeking asylum in either a paid, voluntary capacity or lived experience.
- An understanding of issues faced by young people and/or people seeking asylum especially unaccompanied minors
- Able to listen to and communicate effectively with children and young people
- Awareness of the need of children to feel safe and listened to



- Ability to work flexible hours on a rota basis to meet the demands of the service and work across all three Group Living Service schemes as and when required. This includes shift work during days, evenings, weekends and bank holidays
- Evidence of qualifications or training relevant for the post, including a Children and Young Person's Workforce Level 3 Diploma (or an equivalent qualification) or be willing to undertake this qualification as it is a requirement.
- Ability to carry out a range of domestic tasks such as cleaning, changing beds, etc.
- Excellent verbal, written and ICT skills
- Driving licence and access to a vehicle that can be insured for business use
- Due to the nature of this role, the minimum age requirement is 21

In addition to the above, it is expected that you will:

- Maintain professional boundaries
- Have a commitment to Equality, Diversity and Inclusion
- Are willing to undertake any further training required
- Are able to work flexibly to meet the needs of the service/department

## About the department

The Group Living Services (GLS) provide short-term accommodation and support for young people who are leaving care or are unaccompanied asylum seeking children in need of accommodation, aged between 16 and 18. This service provides support to young people to help them develop independent living skills. We support the young people with tenancy management, money management, education and training, drug and alcohol problems, mental health, and offending behaviour. We create a safe, supportive and empowering environment for young people within the Group Living Service enabling them to move on to independent long accommodation.

