



## 1625 INDEPENDENT PEOPLE Summary of Main Terms of Employment

<b>Employer:</b>	1625 Independent People
<b>Job title:</b>	Night Housing Worker
<b>Duration of contract:</b>	Permanent
<b>Main place of work:</b>	Woodleaze, Station Road, Yate
<b>Salary scale:</b>	NJC scale 11-14 starting at the bottom of the scale
<b>Salary range:</b>	£21,166 – £22,462 per annum (pro rata based on 0.9 FTE)
<b>Hours of work:</b>	36 hours per week (0.9 FTE) worked on a rota
<b>Holidays:</b>	30 days per annum plus the usual public and bank holidays in England and Wales or a day in lieu if working (all pro rata based on 0.9 FTE)
<b>Company sick pay:</b>	Less than 6 consecutive months continuous employment, SSP only (annual leave can be used so no loss of pay) 6 - 12 consecutive months' continuous employment, 3 weeks' full pay, 3 weeks' half pay 12 -18 consecutive months' continuous employment, 6 weeks' full pay, 6 weeks' half pay 18 - 36 consecutive months' continuous employment, 9 weeks' full pay, 9 weeks' half pay 36 consecutive months' plus continuous employment, 12 weeks' full pay, 12 weeks' half pay
<b>Probationary period:</b>	6 months
<b>Notice on termination: (unless gross misconduct)</b>	During probation - employee must give four weeks' notice employer must give statutory notice  After - employee must give one month's notice employer must give four weeks' or statutory notice, whichever is longer
<b>Pension:</b>	Employer's contribution 4%. Mandatory requirement for employees to contribute 3.2% subject to eligibility.

**Please note there may be supplementary provisions in the contract of employment accompanying the above terms. In the event of any inconsistency between the contents of this document and any subsequent contract of employment provided by the employer, the terms of the contract of employment shall prevail.**



## 1625 Independent People

### JOB DESCRIPTION

<b>POST:</b>	<b>Night Housing Worker (Woodleaze)</b>
<b>RESPONSIBLE TO:</b>	Woodleaze Manager
<b>AIMS AND OBJECTIVES:</b>	To ensure the health, safety and wellbeing of young people and assist with support provision to young people to develop their independent living skills.

The above objectives should be achieved in line with the organisation's ethos of *keeping the young person at the heart of everything we do*.

#### Tasks and duties:

##### 1. Housing management

- 1.1 Ensure the health, safety and security of the property, colleagues, residents and visitors: taking reasonable care to protect yourself and any other persons, complying with all health and safety legislation and procedures.
- 1.2 Co-manage the health and safety of the premises, using monitoring and recording tools provided, as directed by the Woodleaze Manager/Senior Project Worker.
- 1.3 Undertake pre-void inspections, void checks and assist in the cleaning and clearance of rooms.
- 1.4 Assess, interview, sign up and induct young people to the project, including completion of entry and exit checklist tasks.
- 1.5 Support the project team to maximise income through the collection of charges from residents.
- 1.6 Manage incoming post, telephone, email correspondence to a high standard and provide a welcoming and inclusive service to all visitors.

##### 2. Supporting young people

- 2.1 Assist Project Workers to achieve positive outcomes and stated goals for the young people they key work.

- 2.2 Respond to request and issues from residents, assessing and recording the housing and support needs as well as risks.
- 2.3 Promote residents' participation and involvement within and outside of the organisation, providing them with regular opportunities to involve themselves in shaping the way services are delivered and policy and procedural development.

### **3. Maintenance and services**

- 3.1 Identify defects in the buildings, furniture and equipment and follow the projects' maintenance procedures to remedy all defects.
- 3.2 Contribute to the upkeep of the project, ensuring that individual residents' rooms, communal and colleague areas are well maintained, serviced, safe and clean, including daily cleaning and laundry duties.
- 3.3 Work on a shift pattern on rota, ensuring all shift handover tasks and processes are completed satisfactorily.

### **4. Other organisational and general responsibilities**

- 4.1 Adopt, in all aspects of the role, the organisation's psychologically informed framework.
- 4.2 Safeguard the welfare of children, young people and vulnerable adults, working within 1625 Independent People's safeguarding policies, South West Child Protection Procedures and local procedures for safeguarding vulnerable adults
- 4.3 Carry out day-to-day administration functions to ensure that all records and files are maintained and stored securely in line with the Data Protection legislation.
- 4.4 Provide a diverse and culturally sensitive service, ensuring that anti-discriminatory practice and equality of opportunity are promoted within all aspects of Independent People's services.
- 4.5 Promote a safe working environment in line with policies on Health and Safety, highlighting any significant deficiencies to a senior colleague

**The list of tasks is not exclusive and duties may be varied from time to time, with the job description being subject to review and periodic amendments.**



**1625 Independent People  
PERSON SPECIFICATION**

**NIGHT HOUSING WORKER - Woodleaze**

CRITERIA	ASSESSMENT METHOD	
	Application Form	Interview process
1. Understanding of and ability to work within safeguarding, confidentiality and equal opportunities frameworks when working with children and vulnerable young people.	<input checked="" type="checkbox"/> Safeguarding and confidentiality only	<input checked="" type="checkbox"/> Safeguarding and equal opps only
2. Flexible approach and strong commitment to developing young people's independence and commitment to the active involvement of young people in the organisation's service	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Understanding of the causes of homelessness amongst young people, the barriers they face and the skills to break down those barriers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Ability to provide high quality support to young people whilst managing challenging situations.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. Ability to establish and maintain professional boundaries and effective working relationships with young people and an ability to risk assess in a high support service setting.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Awareness of and ability to undertake effective housing management responsibilities in a high support service setting.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7. Awareness of health and safety issues in a high support service setting and how this affects colleagues young people, and other stakeholders.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8. Sound administrative and record keeping skills and working knowledge of common IT packages and software.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9. Ability to communicate clearly, both orally and in writing.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

10. Ability to work waking nights and participate in a rolling rota.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Desirable</b>		
11. Understanding of Psychologically Informed Environments and how they apply to high support services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>