

## HIGHTOWN HOUSING ASSOCIATION JOB DESCRIPTION

<b>JOB TITLE:</b>	Waking Night Project Worker
<b>DEPARTMENT:</b>	Care and Supported Housing
<b>RESPONSIBLE TO:</b>	Operations Manager/Scheme Manager

### **Job Context**

Hightown is a charitable housing association operating principally in Hertfordshire, Bedfordshire and Buckinghamshire. We believe everyone should have a home and the support they need, so our aim is to build new homes and to provide excellent housing and support.

We currently manage over 4,700 homes and employ over 600 full and part time staff from our head office in Hemel Hempstead. We have an annual turnover of £48 million and a development programme that will deliver around 300 new affordable homes each year.

### **Hightown Homes**

Once our houses are built, they are let to people who cannot afford to buy or rent at full market values. The majority of our properties are offered to people on local authority housing lists to rent. We also manage homes to let at intermediate rents, for people saving for a deposit, and shared ownership homes, which help people make their first step on the housing ladder.

### **Hightown Support**

Within our care and supported living schemes we work across a diverse range of client groups. These include people with Learning Disabilities (including Autistic Spectrum Disorders), people with Mental Health problems, Young people and adults experiencing Homelessness and women who have survived Domestic Violence.

Our aim is to help them develop independent living skills, to be involved in decisions regarding their lives and to participate in their local community.

### **Overview**

To work as part of a team, providing the people who live within the home, a service that meets their individual needs.

To take responsibility for staying awake throughout the night to ensure the safety and wellbeing of each person during the night.

Responding appropriately to support needs, illness and or emergencies and to seek support or guidance from sleep in member of staff, on call person or other professionals as required.

To undertake tasks throughout the night as detailed. To ensure security is paramount including the building, vehicles, residents, furniture and equipment.

To work in a manner that promotes respect, privacy, dignity, individuality, choice and people's rights.

To support people in a way there own choice and detailed in their personal file and in accordance with the Associations person centred approach.

## **Key Responsibilities**

### **People in the service**

- To offer appropriate support to people with all aspects of personal care, according to each person's individual needs and abilities.
- To enable people to receive appropriate health care and advice when necessary.
- To support people with all areas of living independently (e.g. laundry, tidying/ cleaning, preparing meals/ drinks, etc.)
- Wherever possible ensure that needs are identified and met, bringing to the attention of the line manager any un-met needs
- To administer medication as needed, following policy guidelines.
- To support people to implement their Support Plans.
- To be able to communicate effectively, using different methods of communication according to people's needs.
- To respect confidentiality and follow policy guidelines.
- To follow all individual risk assessments.

### **Team**

- To work as part of a team.
- To participate in team meetings, bringing forward ideas and contributing to relevant decisions.
- To attend training courses, as required.
- Following completion of your probationary period you will be expected to undertake NVQ qualifications prioritised by the demands of your job role and the service requirements.

## **Operational**

- To follow and implement the Associations and homes policies and procedures at all times.
- To carry out administration tasks as requested.
- To carry out tasks that ensure the smooth day to day operation of the home, including domestic and laundry tasks.
- To liaise with other professionals, as required.
- To work within the framework laid down by the Registration Authority.

## **General**

- To actively participate in regular supervision and annual appraisals.
- To work unsociable hours including evenings, weekends, nights and bank holidays to ensure that adequate staff cover is maintained at all times.
- To act as the responsible person in the home in the absence of a designated responsible person or shift leader, Senior Project Worker, Deputy or Manager.
- Such other duties as may be required commensurate with the smooth running of the establishment, and needs of the residents.

## **Additional duties**

Any other reasonable duties at the request of the Manager, Deputy and Senior Project Workers.

To participate in the development of this job description as necessary this job description reflects the present requirements of the post. As duties and responsibilities develop and change, the job description will be reviewed.

An enhanced CRB Disclosure is required for this post.

Hightown Housing association operates a non-smoking policy. It is not permitted to smoke in any property belonging to tenants or the Association. Service user's co-operation can be sought to encourage them not to smoke whilst you are in their homes.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Experience</b>		
Previous experience of working in the care/support field		✓
<b>Ability to</b>		
Recognise the wishes and needs of the people we support.	✓	
Work as a member of a team	✓	
Communicate effectively verbally and in writing	✓	
Use own initiative	✓	
Respect confidentiality	✓	
Carry out practical tasks (housekeeping, cooking etc)	✓	
Provide personal care if part of agreed support plan	✓	
Work with people who have difficulty communicating or behaviours that may challenge.	✓	
<b>Personal Characteristics</b>		
Caring attitude	✓	
Responsible and reliable	✓	
<b>Knowledge and Understanding</b>		
Principles of working in a person centred way		✓
Local community & facilities		✓
Welfare benefits		✓
Care plans		✓
<b>Other Requirements</b>		
Ability to work to a rota to provide 24 hour cover if needed	✓	
Car Driver and access to a car if needed	✓	
18 years old (At least 21 years old if to be left in charge)	✓	
Commitment to the values of Hightown to put our residents and service users first and deliver excellent levels of service.	✓	
Show a strong work ethic and demonstrate extra effort when required.	✓	
Take ownership for resolving problems, demonstrating courage and resilience in dealing with difficult situations.	✓	
Work co-operatively with others to get things done, willingly giving help and support to colleagues	✓	
Treat people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.	✓	

Candidates are reminded that the shortlisting process is based on the evidence provided on the application form of the skills demonstrated above.