

Lorica St Patrick's is inspired by faith, hope and love

- Faith in our ability to give comfort and potential to those marginalised by poverty and exclusion
- Hope that we are able to make a difference in peoples lives
- And bound by the Love that unites a caring family

Job Description

Job Title:	Locum Project Worker
Salary:	£7.62 per hour
Responsible to:	Project Worker Team Leader
Hours:	Hours of work will vary according to the workload of the Employer. The Employer has no obligation to provide any minimum number of hours in any day or week.

Main purpose of the job

To ensure that service users are provided with a safe environment, and are supported to sustain their Licence Agreement by adhering to the Trust's policies and procedures.

1. Key Responsibilities

- Provide reception cover, including taking calls, dealing with visitors and handling resident enquiries etc
- Control the access to the main Trust building
- Conduct building and resident/occupant checks
- Ensure strict adherence to the Trust's Drugs Policy
- Monitor the CCTV system
- Monitor the Health and Safety of all public areas
- Provide information for the regular H&S reports
- Ensure incident control
- Work flexibly, prioritise workload and work as part of the duty team
- Adhere to the spirit and values of the Trust

Supported Housing

1. Provide each Nightshelter resident with a facility for storing their belongings and access to laundry and shower facilities in the Nightshelter.
2. Book in and out all residents as and when required, accurately completing and filing all forms related to the process.
3. Ensure accurate Nightshelter applications for Housing Benefit
4. Assist with the preparation of rooms including the removal of bedding and participate in the general cleaning of the dormitory, dining, TV room and kitchen areas.

5. Effectively attend the front desk and monitor all CCTV.
6. Undertake room and building checks in accordance with the operational procedures to ensure residents/occupant safety.
7. Provide a comfortable, secure and safe environment through the adequate monitoring of Project activity.
8. Effectively deal with and resolve any incidents or emergencies that may arise in accordance with the policies and procedures and in conjunction with the 'on call' manager.

Maintenance and Hygiene

9. Monitor Health and Safety regularly to maintain good standards of security, health and safety.
10. Report all maintenance issues to the Facilities Manager by use of the Maintenance Log.
11. Undertake a basic inspection of the internal and external fabric of the building, check the communal lighting and other equipment and report any defects to the Maintenance Officer.
12. Inform residents of the procedures for reporting maintenance problems and provide support and assistance for residents to maintain their environment.

Administrative Functions

13. Accurately complete all files, spreadsheets and logs in accordance with the Trust's policies and procedures.
14. Ensure adherence to the Trust's policies and procedures.
15. Update and provide handover notes at the end of each shift.
16. Be conversant with the use of IT systems and basic Word packages relevant to the overall delivery of an effective service.

Other Duties

17. Undertake any other duties that are commensurate with the post as requested by the Senior Project Worker or Resident Support Manager.
18. Carry out the duties of the post in accordance with the Trust's policies and procedures and take responsibility for ensuring personal health and safety.

**Person Specification – Locum Project Worker
Lorica St Patrick’s**

Criteria	Essential	Desirable
Knowledge	<p>Knowledge and understanding of the needs and issues of those who are homeless.</p> <p>Understanding of the issues relating to substance misuse and mental health.</p>	Knowledge and understanding of Supporting People
Experience	Experience (paid or voluntary) of working with vulnerable people, particularly those with history of substance misuse and mental health.	
Skills	<p>Excellent oral and written communication skills.</p> <p>Ability to support and advise vulnerable adults with understanding and sensitivity.</p> <p>Ability to deal effectively with challenging behaviour and complex situations.</p> <p>Able to organise own workload, prioritise, and work as part of a team.</p> <p>Ability to apply and follow routine administrative duties.</p> <p>Able to demonstrate a commitment to Lorica St Patrick’s Equal Opportunities policy.</p>	<p>Knowledge of local specialist services.</p> <p>Ability to use Microsoft Word, and email.</p>
Values	Commitment to the philosophy and ethos of the Trust.	
Additional Requirements	Able to work Nights, including public holidays and weekends.	