

Basildon Emergency Night Shelter (BENS)

NIGHT SHIFT Person Awake

JOB DESCRIPTION

TITLE:	Night Shift Person Awake
EMPLOYER:	Basildon Billericay & Wickford Council for Voluntary Service (BBWCVS).
LOCATION:	BENS Shelter Venues (Basildon).
JOB PURPOSE:	To ensure the safety and comfort of night shelter guest
REPORTING TO:	Project Coordinator/BENS Chair
HOURS:	Night Shift
SALARY:	£10.00 p/h

You will be required to work core hours from 11pm-7am. We anticipate that the duties will be shared. If interested in providing limited coverage can you please indicate your shift availability.

MAIN AREAS OF RESPONSIBILITY

- To be responsible for the safety and security of night shelter guests. This will require the worker to be awake at all times during the session.

MAIN DUTIES AND RESPONSIBILITIES

- Consult with evening team to see if there have been any incidents.
- Check doors are secure ensuring that Fire Exits are not locked/blocked.
- Monitor heating.
- Settle guests down for bed by 11pm.
- Monitoring and enforce BENS/Housing Justice guest code of conduct including no smoking or drinks after 11pm rule.
- Deal with any incidents to the best of your ability and contact coordinator or Police if necessary.
- Know and understand the procedure for calling the Police.
- Make sure that anyone who wants to leave takes all their belongings with them and does not return. It must be noted on the Incident sheet and they must be given a warning.

- Be alert at all times for any disturbances and suspicious behaviour
- Follow instructions in the Handbook for allowing guests in who arrive after 11pm.
- Record any incidents and relay to the morning team.
- Report any incidents to Coordinator as soon as possible
- Attend regular Team Leader meetings with Coordinator and chair of Homeless Working Group and BBWCVS
- To carry out other reasonable tasks consistent with the grading and level of the post

OTHER

- To comply with BBWCVS' equal opportunities policy, health and safety and safeguarding requirements and assist with their implementation and review.

Person Specification

- Experience and understanding of working with homeless people and vulnerable adults (Desirable)
- Experience of work in a customer service environment
- Ability to be punctual and reliable
- Ability to take initiative and work unsupervised
- Understanding of the importance of confidentiality and Data Protection and ability to handle sensitive personal information
- Under knowledge of good practice regarding safeguarding requirements in relation to vulnerable adults
- Understanding and compassion for those without home, hope and help
- Understanding of the needs of marginalised people