



SPITALFIELDS CRYPT TRUST

JOB DESCRIPTION

Post Title	Night Worker
Responsible to	Supported Housing Manager
Purpose of Post	To be responsible for maintaining a safe environment and to provide a knowledgeable and informative environment. To work in the Supported Housing team to ensure people are safe, secure and maintain their tenancy and are ready to move on to independent living.
Hours	42 hours per week (on a rota basis)
Salary	£19,935 to £22,204 for 42 hours per week, depending on experience (£17,800 to £19,825 pro rata)
Location	Spitalfields Crypt Trust, Recovery Hub, 116 - 118 Shoreditch High Street, London, E1 6JN.

Introduction:

Spitalfields Crypt Trust (SCT) is an East London charity providing practical help, support and training to people who have been homeless and suffering from addiction. It runs a homeless drop-in, a Recovery Hub (which includes an abstinence-based residential recovery accommodation, a Primary Programme and a Continuing Care Programme), supported houses and two social enterprises supporting people in recovery from addictions to put their lives back together. Our integrative approach is based on the 'Recovery Capital' methodology and is a whole-person approach, which takes into account physical, cultural, social, human and spiritual factors and assets.

In employment we actively seek to recruit people with a good combination of talent, skills and potential, promoting equality for all, and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of the organisation. (Sources - Equal Opportunities Policy 2.2 (i) and (v)). SCT is a growing organisation with opportunities for people with good motivational skills and high levels of initiative.

Registered office: Acorn House 116-118 Shoreditch High Street London E1 6JN
Spitalfields Crypt Trust is registered in England and Wales and limited by guarantee.
Registered Charity No. 1075947 Company No 3734793

Role and Responsibilities:

- Responsible point of call for night shift work at our residential facility
- Available to be woken in emergencies
- To interact with all residents in a flexible and sensitive manner, and with due regard for individual need.
- To implement procedures, paying particular attention to registers of residents as they come into and leave the premises, ensure that curfew is adhered too
- To be particularly vigilant during open access times and to implement the basic rules with regard to alcohol, drugs and violence
- To take charge of the main entrance to the building, and to monitor all other areas
- To inform the appropriate staff of any problems that may arise and to use initiative in dealing with any difficulties, either with or without the assistance of the police
- To check all areas for safety to ensure that for example, drug use and/or drug exchange is not becoming a practice
- To provide information on residents to staff
- To contact the appropriate persons in the event of deliveries of goods, and to authorise the acceptance of goods, if appropriate to do so
- To attend and participate in formal handovers, meetings and training sessions as required

Operational Support:

- To ensure that all equipment in the project and all other facilities for residents are kept in a good state of repair and working order.
- To meet required standards and management agreement of Registered Social Landlord (RSL) and any other commissioning body.

General:

- Assess and act upon immediate risk of danger to residents and staff.
- Manage incidents of anti-social behaviour in accordance with agreed protocols and standards.
- Work flexibly and co-operate with the manager.
- Participate in staff training and development activities, staff supervision, appraisals and all relevant meetings.
- Ensure the observation of all of SCT's policies and practices, including those relating to equal opportunity, confidentiality, protection of vulnerable adults, health and safety, financial control, recruitment, supervision, appraisals, sickness and discipline.

- Share responsibility for good health and safety practices, including participating in fire drills and risk assessments, lone working risk assessment, and reporting to line management any matters of concern.
- To ensure a safe and secure environment for residents, free, in particular, from alcohol and drugs, and from abusive behaviour and exploitation.
- Work flexible hours where needed.
- To ensure you keep up to date with developments in their relevant sector, enhancing your knowledge and practice.
- Undertake other duties as allocated by the line manager in the best interests of the overall work of the SCT.

Person Specification

	Essential	Desirable
Skills and Knowledge	<ul style="list-style-type: none"> • Good communication skills • High level of accuracy and attention to detail • Ability to prioritise and work to deadlines • Commitment to working towards targets and progression with a challenging client group. • To ensure that you comply with health and safety standards 	<ul style="list-style-type: none"> • Knowledge of drugs and alcohol and their effects and self-injury awareness
Experience	<ul style="list-style-type: none"> • Experience of managing aggressive behaviour • Experience of working in a team • Experience of lone working. • Good level of IT skills (MS Office) • Administrative, recording and reporting skills • Experience of maintaining records and systems to a professional standard • Experience of risk assessment and management 	<ul style="list-style-type: none"> • Understanding of working with complex needs. • Experience of working with a range of statutory and voluntary agencies
Cultural Indicators	<p>Delivering Results</p> <ul style="list-style-type: none"> • Delivers great outcomes through our vision and strategy, effectively planning and meeting targets. <p>Role Model / Leading by Example</p> <ul style="list-style-type: none"> • Is an inspiring role model for others, building trust and living our Vision / Mission and principles and delivering our services accordingly. 	

	<p>Continual Improvements</p> <ul style="list-style-type: none"> Consistently seeks to improve how we do things to achieve and Embraces change and innovation. <p>Effective Communication</p> <ul style="list-style-type: none"> Communicates clearly, effectively and honestly. Listens to others and adapts communication to suit them. <p>One Team</p> <ul style="list-style-type: none"> Works with others as one team, actively collaborating to achieve a shared vision. Building relationships across SCT, sharing information and expertise. 	
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