



## **NEW START**

### **JOB DESCRIPTION WAKING NIGHT SUPPORT WORKER**

**1. Name:**

**2. Scheme:** *New Start's Adult Services*

**3. Location:** *Prospect Lodge*

**4. Responsible to:** *Project Manager*

**5. Aim:**

5.1 To provide support on a waking night rota to homeless people with complex needs.

**6.**

6.1 To oversee the safety and security of the building, staff and residents working and residing at the service between the hours of 10:00pm at 8:30am.

6.2 To provide support to residents if situations arise during shift which require support.

6.3 To complete nightly health and safety checks including risk assessments and incident reports.

6.4 To carry out clear reporting notes of activities throughout the night relating to security of the building and the welfare of each client.

6.5 To take responsibility for the Health and Safety aspects of the building and residents whilst on shift and report any necessary incidents to the Project Manager as appropriate.

6.6 To carry out administrative tasks as requested by support workers, management and or senior support worker.

6.7 To provide health and safety support to support workers i.e. safe handling/disposing of sharps bins and other equipment.

6.8 To act as Named First Aider and Fire Marshall.

6.9 To participate in a standby rota on rolling basis with other staff members

**7. Other Duties:**

7.1 To consistently work within New Start's Values, Ethos and Vision and adhering to all Policies and Procedures adopted at New Start.

7.2 To work in accordance with all legislation.

- 7.3 To identify and attend training as required in order to contribute to your own personal development.

**8. General:**

- 8.1 This post is subject to enhanced DBS criminal record disclosure and subscription with the DBS Update Service.
- 8.2 New Start operates within a constantly changing environment, and as such, work priorities and targets may change. New Start's management reserves the right to make reasonable changes to the job purpose and accountabilities.

Date:

Employer's Signature .....

Employee's Signature .....