



JOB DESCRIPTION

Job Title: Locum / Relief Worker
Department/Location: Various
Manager: Various

Overall purpose of the job:

To be responsible for the day to day support and care of service users, providing a high standard of social, educational and recreational activities. Enable residents to attain more independence and to respect the individuals' privacy and dignity.

The post-holder is required to work flexibly in the best interests of the Trust at all times, under the direction of a line manager or other senior member of the management team.

Performance Outcomes:

Assess residents' and service users abilities and develop an achievable resettlement action plan for individual residents, involving them and getting them to work together with other residents where appropriate

Review progress of assigned residents

Maintain records, including resident records, as directed

Developing positive relationships will be the key principle for change, every interaction is an opportunity for engagement.

Promote a positive, non-institutionalised stimulating environment to maximise opportunities for independence, improved wellbeing and achievement

To be responsible for the safety and welfare of residents at night

Main Tasks & Activities:

- Participate and support the management in achieving aims and objectives.
- Undertake specific duties assigned by the manager or their assistant.



St Martins

more than a home
for the homeless

- Be supportive in the overall running of the hostel/home by following the guidance of the shift leader.
- Work with Senior Support/Project Workers to help clients achieve the goals set out in their individual support/care plans.
- Maintain confidentiality with regard to the clients and staff members and respect service users rights at all times.
- Be aware of and follow all the Trust's procedures, especially those relating to Fire, Health & Safety, etc.
- Be responsible for the security of the building and contents while on duty. Report and follow up any maintenance problems promptly in accordance with Trust policy and procedures.
- Write reports and maintain other written records, such as residents' personal notes, care plans, etc., and general records relating to the hostel/home, e.g. fire drills, office diary, log book, etc.
- Actively encourage service users to be involved in decisions affecting their lives such as routines in the home, their support/care plan, activities out of the hostel/home, etc., so that they develop increased self-confidence, experience in making decisions and independence.
- Escort service users on leisure activities, dentist, hospital appointments, etc. Help organise and take part in resident's leisure activities, providing encouragement and enthusiasm.

SIGNED BY JOB HOLDER:

DATE:

SIGNED BY MANAGER:

DATE:



PERSON SPECIFICATION

The person specification sets out the qualifications, experience, skills and knowledge, personal attributes, interests and other attributes necessary for the post holder to perform the job to a satisfactory level

Essential

Experience of working (paid or voluntary) with service users with at least one of the following support needs: substance misuse, offending history, mental health, learning disabilities, single homeless, and a clear understanding of at least two other related groups.

Ability and willingness to be flexible and work some unsociable hours, including evenings, weekends and Bank Holidays.

Be able to practically demonstrate that you are: Caring, Kind, Empathic and Patient

Able to remain calm and deal with difficult/challenging behaviour, in accordance with agreed policy, and in a non-confrontational manner.

Be assertive and a good communicator, both verbally and in writing, at all levels

Understanding of Safeguarding Vulnerable adults

Awareness of good professional boundaries, particularly in relation to working with vulnerable adults

Be prepared to follow instruction from management and when on duty.

Willing to undertake any appropriate training as required (core and specialist training)

Ability and willingness to be flexible and work some unsociable hours, including evenings, weekends and Bank Holidays and sleep-ins