**The Whitechapel Centre**

**Job Description**

**Post:** Waking Night Project Worker

**Reports to:** Senior Worker

**Grade:** NJC scp 8-11

**Disclosure & Barring Vetting**

This post, due to its nature, duties and responsibilities, will be subject to a check by the Disclosure & Barring Service. The level of check, which will apply, shall be an “Enhanced” level check. Information about this disclosure can be found at the Website: [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

**Purpose of Job**

To provide overnight housing and support services to residents in order to maximise health, well-being and inclusion.

To assess, support and advise residents.

To ensure the safety and security of all residents, staff and visitors to the service.

**Duties and Responsibilities**

To participate in handovers with day staff at the start and end of each shift.

To provide a safe, secure environment and to ensure clients’ needs are met overnight.

To supervise residents’ conduct, health, safety and welfare and to provide support and assistance as required.

To undertake regular building and resident welfare checks throughout the night as directed.

To deal with incidents / potential incidents and record them as appropriate, taking into account impact on staff, service-users and local neighbours.

To develop productive relationships with external agencies such as police, health services and local neighbours

To help deal with telephone and general enquiries including enquiries about service user referrals to the service and record any calls from LARI phone on the relevant logs

To pass on any neighbour complaints to the Senior Worker in a timely manner and record the necessary information

To undertake needs and risk assessments for individuals new to the service or update risk assessments of current residents after an incident

To support the assessment of the housing and support needs of rough sleepers.

To contribute towards the development of tailored support plans which maximise each individual’s potential and ability to be self-determining through the provision of advice, advocacy, learning and development opportunities and support.

To encourage involvement, participation and co-production from service users.

To participate in the collection of data and the preparation of statistical records for project reporting purposes.

To understand and adhere to the principles, policies and procedures of effective adult safeguarding.

**Over arching duties**

To plan own work and ensure its completion including all direct service provision, organisational duties and all necessary record-keeping and reports.

To maintain appropriate records and administration systems to ensure services are efficient and effective.

Throughout all work to foster appropriate relationships with service-users, colleagues and external agencies.

To work at all times within the agreed policies and working practices of The Whitechapel Centre.

When deemed appropriate by Whitechapel Management to take the lead role in various work and organisational duties including the training and induction of staff.

The post holder will normally undertake duties as per their job description. S/he will on occasion, and in necessary circumstances, be called upon to work in other sections of the organisation or in other locations and to undertake other duties commensurate with the job grade and the overall responsibilities of the post in order to facilitate the work of The Whitechapel Centre.

**Training**

The post holder will be expected to undertake training and retraining throughout employment in this post and will be expected to discuss and identify their training goals, with their line manager, to develop their knowledge base and their ability in their role.

**Health and Safety**

Each employee has a duty under the Health and Safety at Work Act (S.7) to take reasonable care of the health and safety of themselves and others at work, whether colleagues, clients, visitors or contractors.

**Review of this job description**

The information in this job description may need to change from time to time in light of management or legislative changes. Before implementation and where appropriate, such changes will be discussed and agreed with you.

**Last updated**: 25.03.22