

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>                | Night Housing Support Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Hours:</b>                    | Shift pattern of 4 waking nights on, 4 nights off                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Accountability:</b>           | The Night Housing Support Assistant reports to the General Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Job Purpose:</b>              | <p>To ensure the delivery and implementation of high-quality housing support in accordance with current and regularly reviewed excellent practice.</p> <p>Responsible for providing overnight safety and security of young people living at YMCA Reading. Ensuring a continuity of high-quality housing support in accordance with YMCA Reading Policies and Procedures.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Primary Tasks:</b>            | <ol style="list-style-type: none"> <li>1. To ensure that, on commencement of the shift, a full building and grounds inspection is undertaken to identify health and safety issues, requirements of the general upkeep of the building and any potential issues that young people may raise.</li> <li>2. Whilst on duty, ensure to monitor the building with the support of CCTV and follow lone working procedures. Be responsible for high health and safety and behaviour standards.</li> <li>3. Log and maintain accurate records on the development of young people on the CRM system. This includes any incidents, antisocial behaviour, safeguarding or health and safety concerns. Escalate any relevant incidents to management or on-call staff.</li> <li>4. Ensure the Association's equipment and premises are kept in good condition.</li> <li>5. As early as possible, in keeping with usage and safety, ensure all public areas and rooms are secure and locked up in the Sport and Community centre, i.e. lights off, heating off, windows and doors locked.</li> <li>6. Secure all windows on the ground floor. Walk through all floors, making sure all fire doors are closed.</li> <li>7. Lock front doors at 10:00pm. Ensure residents sign in and out of the building after 10:00pm. Turn off all surplus lights in reception.</li> <li>8. Ensure the Daily Cleaning Schedule is completed</li> <li>9. Early calls - wake young people as requested.</li> <li>10. To participate in the Association's Continuing Professional Development Programme.</li> <li>11. Any other duties that are within line with grade and salary.</li> </ol> |
| <b>Additional Regular Tasks:</b> | <ol style="list-style-type: none"> <li>1. To undertake other duties and tasks as deemed appropriate and assigned by the General Manager, to ensure the smooth running of YMCA Reading.</li> <li>2. Where necessary and appropriate, to attend YMCA staff and other approved training\meetings.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                        | <ol style="list-style-type: none"> <li>To keep communal areas clean and operate carpet maintenance equipment.</li> <li>When the cleaners are on leave or off sick, clean all the toilets and sink areas, re-stock the toilet paper dispensers and wash all toilet floors.</li> </ol>                                                                                                                                                                                                                               |
| <b>Additional Ad-hoc Tasks:</b>                                                                                                                                                                                                                                                                                                                        | <ol style="list-style-type: none"> <li>Record on CRM system any maintenance required in the building, e.g. any defects, breakages to furniture, fixtures and equipment, thereby ensuring the buildings and grounds are kept in a good state of repair.</li> <li>Receive deliveries when other staff are not available. Ensure that delivery notes are signed as follows "Contents received unchecked" and place in the individuals' drawer or on their desk.</li> </ol>                                            |
| <b>Qualifications Required:</b>                                                                                                                                                                                                                                                                                                                        | To have, or be working towards, a minimum of a Level 3 Accreditation in a related field (e.g. Housing; Young People; Youth Work; Life Coaching; Community etc.)                                                                                                                                                                                                                                                                                                                                                    |
| <b>Skills Required:</b>                                                                                                                                                                                                                                                                                                                                | <ol style="list-style-type: none"> <li>Ability to use your own initiative and administer your own work</li> <li>Word processing and basic computer literacy skills</li> <li>Good communication skills</li> <li>An understanding of and an ability to adhere to professional boundaries</li> <li>Ability to deal with sometimes difficult behavioural situations</li> <li>Ability to work weekends, evenings and overnight as required</li> <li>An understanding of Safeguarding for children and adults</li> </ol> |
| <b>Experience Required:</b>                                                                                                                                                                                                                                                                                                                            | <ol style="list-style-type: none"> <li>Minimum of 1 years' experience of working within a Supported Housing Project, or in a related field, with an understanding of the needs of young single homeless people.</li> </ol>                                                                                                                                                                                                                                                                                         |
| <b>Other:</b>                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>Ability to motivate and enthuse young people and colleagues.</li> <li>A commitment to the Aims and Purposes of the YMCA Movement.</li> </ul>                                                                                                                                                                                                                                                                                                                                |
| <p>I have received a copy of this job description. I understand that my job description may change from time to time depending on the organisational and departmental needs. Any changes will be discussed with me prior to implementation, and I will be issued with a revised job description.</p> <p><b>Sign..... Print Name..... Date.....</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |