

Relief Worker – Various Services

Grade	Relief Worker - £11.44 per hour
Reporting to	Local Management Team
Scope of Responsibility	Working as part of a multi-disciplined team using holistic approaches to support Depaul Service users. Working within the principal of harm minimisation where residents receive a high degree of care, support and dignity. Depaul has a commitment to service user participation and to empowering residents to manage their own lives. This role works across a 7 day week rota.
Hours	"As and When Required" basis - required to be available to cover shifts across a 7 day rota
Key Areas of Responsibility	<ul style="list-style-type: none"> • To provide support for people who have experience of being long term street homeless or risk of homelessness with addiction issues. • To ensure that the practical needs of the service users are met (in conjunction with volunteers); i.e. providing food, laundry, clean bedding, etc. • To ensure a safe and secure environment and to maintain high standards within the project. • To work with all service users to gain their trust and respect and to deal with difficult or problematic situations in a sensitive manner. • To carry out the duties on the cleaning rota. • To ensure all quality assurance policies and procedures are adhered to. • To work as a member of the services team in the best interests of the service users. • To participate in handovers ensuring that shifts are planned, important information is handed over and that all records have been updated appropriately. • To communicate all relevant information and appointments to colleagues through established communication systems. • To attend and participate in team meetings, staff team days and training sessions, if relevant • To ensure that Health and Safety standards are met within the service in accordance with Depaul's Health and Safety policy local service procedures. • To undertake assigned duties regarding the overall health and safety and security of the building and to use security/safety systems put in place and to record and report all issues. • To ensure good housekeeping and upkeep of the equipment, furnishings etc. so that they remain to a high standard. • To regularly input and maintain information relating to service users on a computerised system (OTIS). • To ensure all appropriate records and forms are completed by service users • To build up good working relationships with other projects and agencies. • To maintain all records of work necessary for the smooth running of the project.

<p>Person Requirements</p>	<ul style="list-style-type: none"> • A minimum of 6 months full time work experience supporting vulnerable families and/or vulnerable adults (or 1 year volunteer experience). • An awareness of health and safety responsibilities within a residential setting • Competent IT skills in word/excel/email. The post requires a high standard of recording, reporting and record keeping. • Ability to deal sensitively with service users and form constructive supportive relationships with all stakeholders. • Ability to work constructively as part of a team • Ability to be flexible to meet the varying needs of the Service Users. • Knowledge and experience of assessing needs and risk with the ability to develop specific and targeted Service User led support plans. • Commitment to the ethos of Depaul.
<p>Access NI</p>	<p>If you are successful at interview you will be required to undertake an AccessNI disclosure, including a check of either the adults or children's barred list. You will also have to complete other pre-employment checks.</p>
<p>NISCC</p>	<p>This post is subject to NISCC registration, if you do hold a valid registration this must be completed within your probationary period.</p>