

**HIGHTOWN HOUSING ASSOCIATION
JOB DESCRIPTION**

JOB TITLE: Night Supervisor – Young People Supported Living
DEPARTMENT: Care and Supported Housing
RESPONSIBLE TO: Care & Supported Housing Scheme Manager

JOB CONTEXT

Hightown is a charitable housing association (operating in Hertfordshire, Bedfordshire, Buckinghamshire and Berkshire) aiming to help people who need support and care or who cannot afford to buy or rent a home at market values. We do this by building hundreds of much needed new homes and providing care and supported housing services for a wide range of people.

Hightown Support

Within our care and supported living schemes we work across a diverse range of client groups. These include people with Learning Disabilities (including Autistic Spectrum Disorders), people with Mental Health problems, Young people and adults experiencing Homelessness and women who have survived Domestic Violence.

Our aim is to help them develop independent living skills, to be involved in decisions regarding their lives and to participate in their local community.

OVERVIEW

The Night Supervisor has an important function in overseeing the security of our scheme and the welfare of our tenants between the hours of 9.45pm and 6.45am. Whilst the Night Supervisor may sleep between midnight and 6.00am he/she is still expected to respond to any incident, which may affect the safety or security/welfare of tenants or the standing of the project within the community.

The Night Supervisor is part of our Young Peoples Housing Service staff team and is expected to assist in the team's objectives to provide excellent services to tenants.

KEY RESPONSIBILITIES

Support for People Using Services:

1. Maintain evening contact with each tenant to be assured of his/her health and well being
2. To offer appropriate support to our tenants, according to each individual's needs and abilities
3. Ensure tenant records are updated as necessary
4. To follow individual risk assessments
5. To respect confidentiality and follow policy guidelines
6. To ensure that the Communal Living Code is observed by all our tenants and take appropriate action to deal with any breach.

Operational:

1. To follow and implement the Associations and schemes policies and procedures at all times
2. To carry out administration tasks as requested
3. To carry out tasks that ensure the smooth operation of the scheme, this includes some domestic tasks
4. To liaise with other professionals as required

Premises

1. To advise the Associations relevant officer of any malfunction or faults, and ensure the security of the premises.
2. To ensure that the fire regulations are complied with and advise the Manager if there is any risk
3. To ensure that legislation and regulations concerning environmental health and health and safety are complied with and to report to the Senior Support Worker/ Scheme Manager where action is required.
4. To comply with the Associations Health and Safety Policy
5. To complete Health and Safety inspections at the start of each shift in accordance with the project procedures.
6. To ensure the project is secure each evening prior to retiring

General

1. Provide reports to the Senior Support Worker / Scheme Manager on any issues arising during the evening

2. Report to the Senior Support Worker / Scheme Manager any cases of damage to the Association's property, issues of maintenance, health and safety or breaches of tenancy or license agreement.
3. To actively participate in regular supervision and annual appraisals
4. To undertake in house and other training proposed by the Senior Support Worker / Scheme Manager, including mandatory training courses
5. To remain in the project between 9.45pm and 6.45am and act as the responsible person in the scheme during each shift

Records and Administration:

To ensure that records required by Housing related Support (Supporting People) and by the Association are complied with and kept in a safe place in the service at all times.

SPECIAL CONDITIONS OF SERVICE

Any other reasonable duties at the request of the Scheme Manager, or other delegated senior staff member.

To participate in the development of this job description if applicable. This job description reflects the present requirements of the post. As duties and responsibilities develop and change, the job description will be reviewed.

An enhanced DBS Disclosure is required for this post.

Previous experience

	Essential	Desirable
Experience		
Previous experience of working in the care/support field		✓
Ability to		
Communicate effectively verbally and in writing	✓	
Respond appropriately in a crisis	✓	
Communicate with other professional organizations in the community	✓	
Work as part of a team	✓	
Respect Confidentiality	✓	
Carry out practical tasks	✓	
Use own initiative	✓	
Form and sustain professional relationships with young people	✓	
Understand and respond appropriately and flexibly to a wide range of behaviors, anxieties and needs of young people	✓	
Deal effectively with conflict between tenants	✓	
Support individuals in a crisis	✓	
Personal Characteristics		
A positive attitude towards the people we support	✓	
Responsible and reliable	✓	
Flexible approach when dealing with young people	✓	
Knowledge and Understanding		
Understanding of the issues that young people may face	✓	
Understanding of Equality and Diversity	✓	
Understanding of Health and Safety	✓	
Other Requirements		
Ability to work a Rota to provide evening cover 365 days a year	✓	
Willingness to work bank holidays and weekends	✓	
Car Driver and use of a car for work		✓

Candidates are reminded that the shortlisting process is based on the evidence provided on the application form of the skills demonstrated above.