**Night Support Worker Ennis Services**

**Job Title:** Night Support Worker- Mid West Emergency Accommodation Services ,Ennis.

**Reports to:** Service Lead.

**Location:** Ennis Co. Clare

**Contract:** Permanent -subject to funding.

**Salary Details:** Discussed at Interview

**Job Purpose:**

To work as part of a staff team in Mid West Simon Community. Ensuring that services offered by the organisation operate effectively and consistently to best practice standards. The primary responsibility of the Night Support Worker will be to provide effective support for individuals in the project and contribute to the provision of a high-quality, safe, welcoming, and secure environment. This will involve using a Trauma-Informed Approach to achieve the best possible outcomes for service users.

**Main Duties & Responsibilities:**

**The Night Support Worker Post Will**

* Assist with the coordination of all meaningful activities and social programmes.
* Engage with service users with a person-centred approach exhibiting professional boundaries while ensuring the values and ethos of Mid West Simon Community are upheld.
* Ensure health and safety standards are adhered to in accordance with the organisation's policies and raise any health and safety issues with the team leader.
* Contribute to the continuity of service provision in the service, including handovers, diaries, incident reports etc.
* Maintain a high standard of cleanliness throughout the service both in rooms as well as general common areas, with client involvement where feasible.
* Ensure the Health, Safety and Welfare of clients is prioritised at all times within services.
* Participate in routine maintenance, cleaning, and health and safety inspections, in line with operational procedures and standards.
* Liaise with other members of the team regarding the running of the service.
* Complete clear, concise records as required.
* Attend house, staff, and other meetings as appropriate.
* To undertake any other such duties commensurate with the role that may be assigned by the line manager.

**Administration**

* To maintain all recording systems as directed.
* To adhere to all policies and procedures relating to the project.
* To ensure that all communication and administration policies and procedures are followed.
* To prepare reports as required.

**Training**

* To attend and participate in training courses as required.
* To identify areas of future training.

**Health and Safety**

* To act as appointed First Aid person as required.
* To carry out all duties with reasonable care.
* To ensure that designated fire procedures are carried out.
* To address actions arising from Health & Safety Inspections

**Person Specification:**

**Essential**

* Candidates must have a relevant qualification to a minimum of FETAC level 5 e.g., Social Care/Community Care etc.
* Subscribe fully to Mid West Simon Community values and mission.
* Experience of record keeping and report writing.

**Desirable**

* Training and knowledge of Trauma Informed Care Approach.
* Health and safety training.
* First Aid Training
* Understanding in the area of homelessness
* Ability to manage challenging behaviour, set clear boundaries, and remain calm and effective under pressure.
* Have excellent interpersonal and communication skills and the ability to work in a changing environment where sound judgement is required.
* Be self-motivated, and able to motivate, inspire and empower others.
* Ability to work as part of a team – Works co-operatively and supportively with others.
* Experience working with vulnerable and disadvantaged groups will be a distinct advantage.

**Additional information:**

* 21 days paid holidays up to 25 with each year of service.
* 1 gifted day off for your birthday.
* 1 gifted Christmas Shopping Day.
* Pension entitlement (after 1 year).
* Access to Employee Assistance Programme.
* Internal/external recruitment process.

**To apply:**

Email CV and Cover letter to alan.kavanagh@mwsimon.ie

**Closing date for applications 26th April 2024 : Interviews to be held Wednesday 1st May**

All job offers will be subject to Garda vetting and a satisfactory reference.

Mid West Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.

Mid West Simon Community Project funded by Clare County Council.