



## JOB DESCRIPTION

### Assistant Project Worker (FTV) - (Bethany Christian Centre)

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#### **1 ORGANISATIONAL ROLE**

The Full time Assistant Project Worker (Full-time Volunteer) will work as part of a team supporting the full time staff to ensure the smooth daily running of the Centre. The Centre provides a supportive environment for 17 men who wish assistance in developing skills and behaviours to facilitate a safe, productive and meaningful life in the community

#### **2 ACCOUNTABILITY**

- This post reports to Manager/deputy manager of a Residential Support Service Unit

#### **3 GENERAL RESPONSIBILITIES**

- To work as part of a staff team, involving 8 hour shifts, including sleepovers to provide 24 hour cover
- To give support to service users within Bethany Christian Centre both informally and to support the Project Working Staff in the day to day running of the unit

#### **4 SPECIFIC TASKS/RESPONSIBILITIES**

- Befriending service users and supporting them within the working community of Bethany Christian Centre
- Taking referrals, interviewing and inducting new service users into the Centre
- To keep files up to date
- To attend both staff and support staff meetings with other staff
- To be responsible for keeping service user admin up to date
- To be involved in staff handover (at the start and end of shifts)
- To provide formal support for service users as required
- To help maintain the general cleanliness / safety of the house
- To liaise with other agencies and professionals as required
- To liaise with staff within Bethany Christian Centre and the wider Bethany Trust
- To keep appropriate records of each service user's medical, financial, and social care
- To discuss proposed admissions and demissions
- General admin duties and office duties
- Assist/supervise service users on kitchen duties
- Participate in recreational activities, house trips and holidays.
- Handle petty cash
- Sleepovers as required
- To consult with project manager regarding training needs

## **5 PROFESSIONAL AND PERSONAL QUALIFICATIONS**

- Willingness to participate fully in tasks
- Good communication skills
- An interest in the service user group
- Ability to work as part of a team
- Flexibility
- Be sympathetic with and supportive of the aims of the Company as expressed in its mission and values statements
- The vision of BCT is that through Christian love in action homeless and vulnerable people are empowered to live interdependently within society. As the Assistant Project Worker is routinely in direct contact with the service user group, and in order to enable such empowering, s/he must have and be able to evidence a genuine Christian faith and commitment as a genuine occupational requirement.

## **6 LOCATION**

This post will be based at Bethany Christian Centre, Casselbank Street

## **7 TIMEFRAME**

This post is a full-time position for a period of 10 months  
A four week shift pattern, providing 24 hour staff cover. Rota includes working 8 hour shifts, plus approximately one sleepover per week.