

JOB DESCRIPTION

Assistant Project Worker (FTV) - (Bethany House)

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 hostel and to help create a safe supportive caring and empowering environment for service users

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 totalling 70 hours per fortnight, including night shift to provide 24 hour cover
- To give support to service users within Bethany House and to support the Project Working Staff in the day to day running of the unit

4 SPECIFIC TASKS/RESPONSIBILITIES

- To consult with project manager regarding training needs
- To keep files up to date
- To clean service user flats as appropriate
- 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 befriend service users
- To provide formal support for service users as required
- To liaise with staff within Bethany House, and wider Bethany Trust
- To liaise with other agencies and professionals as required
- To keep appropriate records of each service user's medical, financial, and social care
- To attend or lead; flat meetings and any other relevant meetings or activities
- To discuss proposed admissions and demissions
- To man the staff reception area, take referrals and arrange appointments
- General admin duties
- Cook meals when cook is not there
- Assist/supervise service users on kitchen duties
- Handle petty cash
- Night shift as required

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 independently within society. As the Assistant Project Worker is routinely in direct contact with the service user group in order to enable such empowering, s/he must have a genuine Christian faith and a live church connection as a Genuine Occupational Requirement

6 LOCATION

This post will be based at Bethany House, 12 Couper Street

7 TIMEFRAME

This post is a full-time position for a period of 10 months