

JOB DESCRIPTION AND PERSONAL SPECIFICATION

Caretaker

Place of Work: Bradbury House, Durngate Place, Winchester SO23 8DX

Reports to: Operations Director

Aims: To ensure the overnight safety of our residents and our building.

Pay : Starting at £10/hour

Hours: 6am-8am (Mon-Sun)

Trinity Winchester is seeking to appoint new members to our team, you will be ensuring our new housing accommodation service is safe and secure between the night and day shift.

We want all our residents to feel safe and secure and for all staff to engage in a positive, friendly, and calm manner, it is vital you have a compassionate attitude towards our residents, an understanding of the impact of homelessness and have a proven ability to de-escalate heated situations.

You will also be positive and open to doing things differently to meet the needs of those that have experienced homelessness. The job is subject to a Disclosure and Barring Service (DBS) and two references.

Responsibilities:

- Receive a handover from the night staff to ensure continuity of care.
- Be aware of any security needs and ensure they are put in place.
- Monitor the building throughout the shift with agreed check points.
- Monitor the CCTV throughout the shift and respond to any security concerns.
- Ensure the cleanliness of the floors, door handles and rails in all the communal areas.
- Be part of a multi-disciplinary partnership team.
- Communicate/assist with individuals within our accommodation, with flexibility, compassion and creativity.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.
- To liaise with senior management any concerns for the safety of the building
- Call for assistance should there be a need to.

Person Specification

JOB DESCRIPTION AND PERSONAL SPECIFICATION
Caretaker

Skill/Attribute	Rating	Assessed by	
Qualification and/or Experience in Caretaking	Essential	Application	
To demonstrate an understanding of the issues faced by people affected by homelessness and/or poverty	Essential	Application/ Interview	
Experience of and ability to develop trusting relationships in order to bring about a safe and warm environment.	Essential	Application/ Interview	
Experience of building safety	Essential	Interview	
Experience of monitoring a CCTV system.	Essential	Application/ Interview	
Experience in substance misuse field and health settings: an understanding of the issues facing people who use substances	Desirable	Application/ Interview	
To be able to assess a medical emergency and call for an ambulance	Essential	Application/ Interview	
To hold a working first aid certificate	Desirable	Application/ Interview	
Oral communication: To communicate positively, sympathetically and patiently with clients and people at all levels within the organization. To deal effectively with members of the public and others, including relating to the Board of Directors and members of the Advisory Committee	Essential	Application/ Interview	

JOB DESCRIPTION AND PERSONAL SECIFICATION

Caretaker

Written communication: To update confidential records where appropriate	Essential	Application/ Interview	
Personal attributes: Ability to work as part of a team and motivate others	Essential	Application/ Interview	
Ability to be flexible with hours as this role will involve early mornings and weekends	Essential	Application/ Interview	
Ability to assess risk, manage demanding situations, make decisions and seek support when necessary	Essential	Application/ Interview	
I.T and Computer Literacy: Competent I.T. skills	Desirable	Application	
Conduct and Confidentiality: Conduct duties in a professional manner maintaining levels of confidentiality appropriate to the situation in accordance with Trinity Winchester's confidentiality policy	Essential	Application/ Interview	
Awareness of Equal Opportunities: To be aware of the impact of discriminatory behavior and conduct on others and to support Trinity's standards and practices in employment and delivery	Essential	Application/ Interview	