The Good Shepherd Centre
Church Lane, Kilkenny, R95 PP3F
056 7722566

KILKENNY VOLUNTARY HOUSING ASSOCIATION KVHA

**Job description - Full-time Shift Attendant – CWI Thurles Tipperary**
**Available Positions: 2**
**Contract Type – Specified Purpose until the 31st March**
Good Shepherd Centre
**Purpose of the Post**

This position forms part of The Good Shepherd Centre Cold Weather Initiative in Tipperary, providing essential support to individuals experiencing homelessness by ensuring access to a safe, warm and supportive environment during periods of cold weather. This initiative runs from the months of November through March. The purpose of the post is to assist the Service to provide safe secure accommodation and support to homeless families, parents and children. To provide an efficient and high-quality service through engaging with people who are homeless in their identified support needs.

**Job description**
Working hours will require the post holder to work weekends, nights, and public holidays on a rota basis. Occasionally you may also be required to work at short notice in the event of an emergency. Post holder on occasions may be required to attend training/meetings at other locations e.g. regionally within the South East.

**Duties and Responsibilities:**
· To comply with all policies and procedures and to adhere to the ethos of GSCK. You have an obligation to familiarise yourself with these policies and procedures during induction.
· Work as part of a team in creating and maintaining a safe and caring environment for all service users In GSCK.
· Provide a non-directive support and advocacy service to service users.
- Promote service user participation and social interaction of clients/residents with the community. Support and follow the behavioural care/support plans as developed by Project Workers.
- Support clients/residents, where requested and as appropriate on general appointments as part of care/support plans.
- Act as an advocate for service users as appropriate.

· Support service users and strive to promote and provide a safe environment.
· Be responsible for the supervision of GSCK while on duty.
· Night time cover in GSCK is waking cover.
· Writing reports and maintaining appropriate and accurate records as required.
· Communicate with incoming staff, students or volunteer staff at shift changeover.
· Attend to reception duties e.g. telephone, fax, typing, case files etc.
· Attend management/operational supervision.
· Operate the duty roster as agreed with the manager.

· Contact immediately the managers in the event of an emergency. In the event that the managers are unavailable, please refer to the General Manager.
· Maintain the highest level of confidentiality in relation to services users and staff and all information, written or verbal, concerning the operation of GSCK.
· Carry out appropriate duties as may be assigned by the Service Manager. Duties and responsibilities of the post may change in line with the needs of
each individual service user, therefore employees must be prepared to be flexible and have a willingness to change and adapt to new plans and situations.
· Ensure that all service users are aware of their responsibilities as per their signed "Service User Responsibility" forms.
· Be fully aware of GSCK Health & Safety File and emergency procedures and to be vigilant to any Health, Safety & Welfare risks in the workplace and to bring any concerns to the attention of the manager.
· Ensure the building is safe and secure at night.
· Attend work related training programmes, workshops, courses as may be required from time to time.
· Maintain a high standard of work performance, attendance, appearance, and punctuality at all times.
· Ensure good working relationships are maintained with colleagues.
· Be available for night shifts.

- Have a working knowledge of the National Quality Standards for Homeless Services and the National Standards for Better Safer Healthcare for implementing and maintaining these standards as appropriate to the role.

Must possess a full clean driving licence.
Job Type: Specified Purpose Contract
Schedule:

- 12-hour shift
- Night shifts
- Weekend availability
- Wages: €17.37 per hour

Licence/Certification:

- Min Level 5 - Social care. (required)
- full clean Irish driver's license. (preferred)

Work authorisation:

- Ireland (required)