

Job Description

Waking Night Worker



Responsible to: Operations Manager

Location: Baca office & properties, Loughborough, England. The role requires regular travel.

Hours: Waking nights - 7.5 hours per night. Casual (as and when required) and permanent up to 4 nights per week

Salary: £16500 per annum pro rata

Overall Purpose

To provide overnight cover for the young people in the care of Baca, ensuring they are safe and well. Monitor and protect the security of the different homes.

Duties Responsibilities

- To maintain a visual presence at Baca properties through the night
- To visit each of the homes, ensuring each young person is present or accounted for.
- Provide care for young peoples as required
- To be the first point of call when dealing with emergencies e.g. fire, medical, police etc. and to manage such emergencies appropriately including liaising with the on call manager via their phone.
- To liaise with on call and the new arrival house to welcome newly arrived young people.
- Maintaining and reviewing manual and computerized records
- Reporting damage to buildings to the appropriate authority and calling approved contractors to cover emergency
- To ensure all required checklists are completed for all duties
- To take responsibility for continuous improvement in service delivery and working practices
- To undertake minor maintenance and cleaning duties in different houses as required.
- Be available for training and team building

General:

- Play an active and supportive role within the organisation
- Embrace the Vision and Values of Baca and reflect this in working practice.
- To adhere to Baca's policies and procedures.

Personal Specification

Baca is looking for individuals who can join the support team and provide overnight supervision and care and be a role model for young people who are unaccompanied asylum seekers aged 16 to 18. The successful applicant will be motivated and passionate about the work that Baca does and the young people in our care. The successful applicant will need access to transport as the role requires visiting the young people in their homes.

The successful applicant will have a personal style that is in line with Baca's vision and values. Someone who is supportive, approachable, responsible, reliable and personable.

Qualifications/Knowledge/Experience

- Experience in working with young people and an understanding of cross cultural issues in working with asylum seekers.
- Experience in use of computers, with experience in Microsoft Office and on-line email systems.

Skills/Abilities

- Ability to engage and work with young people in a professional and sensitive manner
- Ability to remain calm and controlled in all situations with young people.
- Good interpersonal skills and able to interact well with staff and visitors to the office and other properties.
- Ability to use own initiative under supervision within accountability structures
- Ability to work independently and be self-motivated
- Good written communication skills and ability to complete reports accurately and on time

Other Expectations

- Have a genuine concern for and commitment to asylum seekers/refugees, young people and UASCs in particular
- Ability to work flexible hours in line with the needs of the team and the young people.
- Ability and commitment to work at all times within a framework of confidentiality and anti-discriminatory practice
- Commitment to work within the aims, values and ethos of the organisation