

## SOPHIA HOUSING ASSOCIATION

### JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job Title</b>	Night Shift Attendant x 4 – Sophia Housing, Tullamore
<b>Location</b>	Sophia Regional Supported Temporary Accommodation Service, Cill Bhríde, Ardan, Tullamore, Co Offaly
<b>About Sophia</b>	<p>Sophia is a national organisation, who has been supporting people as they emerge from homelessness since 1997.</p> <p>Sophia is a niche service provider for two reasons; Firstly, it sees the provision of home of one’s own as the primary response to homelessness and the intervention that Sophia is exclusively focused on. Secondly as an Approved Housing Body, its core mission is to provide homes for individuals, couples and families who not only need a home but also present with other support needs.</p> <p>Our Regional Supported Temporary Accommodation Service (RSTA) offers accommodation in a warm and caring environment, providing residents with the opportunity and support to make the changes in their lives that they want to make. We strive to link residents back into their community by supporting them in every step to rebuild their lives.</p>
<b>Reporting to</b>	Project Manager
<b>Purpose of Role</b>	To oversee the wellbeing and safety of the site and its operation during the night shift while ensuring the wellbeing of residents onsite.
<b>Contract</b>	Permanent
<b>Hours</b>	39 hours per week, Monday to Sunday, 9.30pm to 8.30am
<b>Key Responsibilities</b>	<p><b>To the Project Manager:</b></p> <ul style="list-style-type: none"> <li>▪ To commit to the objectives and ethos of Sophia.</li> <li>▪ To work for Sophia within the authority delegated to him/her by the Project Manager.</li> <li>▪ To support colleagues, participate in effective handovers and be open to reasonable requests from Project Manager in order to ensure effective working relationships</li> </ul> <p><b>Health and Safety:</b></p> <ul style="list-style-type: none"> <li>▪ To ensure that necessary fire, health and safety policies and procedures are adhered to.</li> </ul>

- Be a visible presence around the project.
- Ensure that doors are locked and alarms are set in certain buildings and unset at the appropriate times.
- Sophia provides First Aid and PPE Equipment, it is the responsibility of all employees to familiarise selves with location and to use equipment provided.

**To provide support to residents through:**

- Engaging with residents, treating them with dignity and respect in order to work within the values of Sophia.
- Respond immediately and appropriately to security alerts, this may include calling the guards, and/or the on-call manager.
- Ensuring Sophia's confidentiality policy is maintained at all times.
- Maintaining professional boundaries at all times.
- Ensuring adherence to the Sophia Lone Working Policy.
- Responding to incidents and emergencies and handling conflict resolution as required.
- Responding to child protection concerns in line with the Children's First Policy.

**Communication & Administration:**

- To perform as a team member supporting colleagues, participating in effective handovers
- To attend Team and Inter-Team meetings as appropriate and to participate in training and organised supports as requested.
- To adhere to Policy and Procedures within the service and direct others to do the same.
- To communicate effectively with staff by ensuring that all incidents, events deliveries and emergencies are recorded.

**Person Specification**

- Relevant work experience in the sector is preferable
- Knowledge around child protection issues, mental health issues and addiction
- The ability to work on own initiative
- Excellent interpersonal communication skills, both verbal and written
- The ability to handle security issues and to respond to emergencies
- Proficient IT Skills and knowledge with a database
- To have excellent report writing and record keeping skills

**Application Process:**

Please forward a Cover Letter and CV to

**Recruitment@sophia.ie**

The closing date for receipt of applications is

**Wednesday, 16<sup>th</sup> April 2025**