

SOPHIA HOUSING ASSOCIATION

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title	Night Shift Attendant– Sophia Housing, Cork
Location	Dominick Street, Cork City
About Sophia	Sophia is a national organisation, who has been supporting people as they emerge from homelessness since 1997. 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. Sophia promotes an inclusive, respectful environment for all employees and residents, with particular attention to LGBTQ+ inclusion and multicultural awareness. This is a new service that will provide onsite support to individuals with complex support needs whilst also providing long term homes using the Housing First model.
Reporting to	Project Manager
Purpose of Role	To oversee the wellbeing and safety of the site and its operation during the night shift while ensuring the wellbeing of residents on site.
Contract	Fixed term – 3 years
Benefits	Sophia offers the following additional benefits to employees: • 25 Annual Leave Days • Additional Long Service annual leave • 5% Employer pension contribution • Further education and training support • Employee assistance Programme
Hours	39 hours per week, Monday to Sunday, 9.30pm to 8.30am
Key Responsibilities	To the Project Manager: ▪ To commit to the objectives and ethos of Sophia. ▪ To work for Sophia within the authority delegated to him/her by the Project Manager.

	▪ To support colleagues, participate in effective handovers and be open to reasonable requests from Project Manager in order to ensure effective working relationships Health and Safety: ▪ To ensure that necessary fire, health and safety policies and procedures are adhered to. ▪ 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 confidentially 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. 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.
--	--

- | | |
|--|---|
| | <ul style="list-style-type: none">▪ 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
Monday, 14th September 2026

Sophia is committed to making our recruitment process accessible to all candidates. If you require any reasonable accommodations, please let us know.