

## Job Description

<b>Job Title:</b>	Senior Night Practitioner
<b>Service:</b>	Accommodation Services
<b>Reporting to:</b>	Head of Services
<b>Work Pattern:</b>	Over a rolling 8-week rota this will average 35 hours per week. Shifts are 10 hours each.
<b>Salary:</b>	£28,000 per annum
<b>Annual leave:</b>	35 days per annum rising to 40 upon completion of 5 years service.

### About the Organisation

Four Square Scotland is an Edinburgh charity working for more than 40 years to prevent homelessness and promote inclusion. We provide services directly to people who are homeless, or who are at risk of homelessness to overcome any barriers they may face in creating a stable life for themselves in their community. At the core of Four Square are the values upon which the Organisation is based. These are equally applied to the people we support, our colleagues and our partners and are: Integrity; Excellence; Dignity; Support.

Alongside our support services we have social enterprises, which provide independent income for our charity as well as volunteering and training opportunities for those who use our services.

We are driven by our mission to ensure everyone has the opportunity to have a home and a place in their community.

This is a brand-new role in Four Square created to support the impending growth and commitment to continual improvement of our Accommodation Services and our offer to staff. It is an exciting and challenging role that will offer the right person a wide range of opportunities and experiences that support their personal and professional growth.

### The Role

The role of Senior Night Practitioner will work across all our accommodation services and is vital to help us achieve our aim of ensuring every person staying with us feels safe and secure and has the opportunity and support to recover and move on to a positive future. Our aim is

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that people develop confidence to move into their own home, find a place in their community and develop a network of positive relationships that support them to build the life they want.

You will support a team of Night Practitioners in developing relationships often with people who have experienced a great deal of adversity and trauma and for whom having trust in others is difficult. Senior Night Practitioners use their skills in coaching and motivating to help Night Practitioner recognise their own strengths and work with them to build their confidence, resilience and motivation to undertake their role to the highest standard.

You will provide regular support and supervision and annual appraisal to a team of Night Practitioners, acting to improve performance if this is required. It will also be to support Night Practitioners following any incident or accident and providing a debrief and reporting any learning or follow up action required to the Head of Services.

The Senior Night Practitioner will be responsible for managing staff absence – short notice or planned and getting cover arranged. This may also mean covering for absence where shift cover has not been found.

Alongside supporting staff, Senior Night Practitioners are part of the team, working directly with people using services. The role requires the Senior to respond to events on shift in whichever service may require additional support. This could mean visiting two or more services during the shift or being based in one location only. You will ensure at all times any safeguarding issues are dealt with immediately and in line with our policies and those affected are supported.

The Senior Night Practitioner will take responsibility for recording and reporting any incidents; accidents; breaches of the occupancy agreement; staff absence and return to work interviews; learning and development needs of staff and themselves; building maintenance issues and any other tasks delegated by the Head of Services or Services Manager.

It is important that the Senior Night Practitioner has in-depth knowledge of the Care Inspectorate Health and Social Care Standards and the SSSC Codes of Practice and ensures that the services and practices are in line with these.

The role also requires data entry and monitoring quality of the data recorded on In-form and other IT systems.

**To be a Senior Night Practitioner within Four Square's Accommodation Services you will need:**

- ❖ An SVQ 4 in leadership and management in care or be willing to work towards this as soon as possible.
- ❖ An SCQF level 7 or above qualification in a relevant subject.
- ❖ Strong personal and professional values that align with our Organisational values of integrity, excellence, dignity and support;
- ❖ Excellent interpersonal skills with people who use our services, colleagues and partners;
- ❖ Experience of working in supported accommodation for adults;

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- ❖ In-depth understanding of homelessness, trauma, gender-based violence, and other forms of disadvantage and how it impacts life outcomes for those we support;
- ❖ Is committed to ensuring the staff team stays up to date with research and policy developments;
- ❖ A commitment to own learning and developing and putting this into practice;
- ❖ To promotes reflective practice with the team;
- ❖ Supporting new team members through induction and probation documenting they have the knowledge and skills to carry out their role before the end of the probationary period;
- ❖ A commitment to individual supervision and appraisal processes and motivated to action the personal development plan;
- ❖ To provide regular supervision and appraisal and collaboratively design a CPD programme for supervisees;
- ❖ Managing any performance issues of team members;
- ❖ Providing an in-depth induction and regular support and supervision to Relief Practitioners and addressing any performance issues;
- ❖ Supporting and inducting Agency Workers covering a shift into the service and monitoring their performance, reporting any issues to the Agency and alerting senior managers;
- ❖ Ensure services' meet and aim to exceed the standards set down by the Organisation, Care Inspectorate and funders;
- ❖ Membership of regulatory bodies required of the role and application of the codes and standards to their practice;
- ❖ To ensure the staff team is registered with SSSC and always adheres to the Code of Practice;
- ❖ To demonstrate leadership skills and is an active participant of the wider management team;
- ❖ To be engaged in the wider Organisation's activities and encourage this in the staff team;
- ❖ A commitment to working in partnership with other organisations and professionals to support people;
- ❖ To demonstrate honesty, integrity, trustworthiness and be respectful to all – colleagues, people they support, partners, commissioners etc. and encourage this in the staff team;
- ❖ Be committed to excellence and engage in improvement plans for the services or Organisation;
- ❖ Be creative in their approach to supporting people and coach staff to do same;
- ❖ And have a good standard of English and math's and able to produce clear written communications in the form of case notes, reports, diary entries, case studies timeously.

#### **Requirements:**

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- ❖ To comply always with Four Square's Code of Conduct, together with its policies and procedures with regards to the maintenance of professional relationships between colleagues, the People We Work With and external organisations;
- ❖ To adhere to Four Square's Confidentiality and Data Protection Policy;
- ❖ To adhere to Four Square's policy on Equality, Diversity and Inclusion when working with colleagues, the People We Work With and external organisations;
- ❖ To adhere to and maintain, all health and safety standards;
- ❖ To work in accordance with Four Square's core values and mission statement.
- ❖ To undertake any other reasonable duties as directed (including providing cover for colleagues, as directed);
- ❖ To comply always with the Safeguarding Policy and Procedure;
- ❖ To attend conferences / seminars / training, as required.

**The Organisation's Offer to Senior Night Practitioner:**

- ❖ Induction and core training programme relevant to the role;
- ❖ Regular support and supervision;
- ❖ Annual appraisal and CPD action plan;
- ❖ Opportunities to engage in Organisational review and development plans.

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