



JIGSAW HOMES GROUP LIMITED

BENEFITS AND JOB DETAILS

Position:	Night Assistant (Female Only) (Please Quote Ref AHA-434 on the application form)
Employer:	Jigsaw Homes Group
Location:	Bamber Court. Hindley.
Salary:	£18,524.00 per annum
Hours:	35 hours per week on a shift/rota basis between the hours of 10:00pm and 8:00am over 14 days (week 1 - 4 nights, week 2 - 3 nights).
Status:	Permanent subject to probationary period
Holidays:	24 working days per annum (5 day working week) plus bank holidays, plus 3 concessionary days holiday during the Christmas period, plus additional days after 2 years continuous service to a maximum of 5 days.
Pension:	The Group belongs to the Pension Trust Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
Closing date for applications:	Friday 22 nd October 2021
Provisional interview date:	Monday 1 st November 2021
Commencement date:	As soon as possible
Probation period and references:	Please note that any offer made by the Group and subsequent employment is subject to a six month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
Eligibility to work in the UK:	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
Disclosure barring checks & Medical Clearance:	In addition, any offer is also subject to receipt of an Enhanced Disclosure from the Disclosure Barring Service confirming suitability & medical clearance from our Occupational Health Provider before appointment. Further information about the disclosure can be found at www.homeoffice.gov.uk/dbs
Diversity:	Jigsaw believe diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.
Application to be returned to:	People Team Recruitment@jigsawhomes.org.uk

NIGHT ASSISTANT JOB DESCRIPTION

Department:	Jigsaw Support
Located at:	Bamber Court. Hindley.
Hour of work:	35 hours per week on a shift/rota basis between the hours of 10:00pm and 8:00am over 14 days (week 1 - 4 nights, week 2 - 3 nights).
Responsible to:	Supported Housing Team Leader
Responsible for:	None
Overall aim of the job:	To provide a safe and secure environment for residents and staff and deliver a quality service that reflects Jigsaw Homes professional standards. You will need to ensure Health and Safety and security requirements are maintained and contribute to the smooth running of the Supported Housing service in delivering housing management related tasks effectively and ensuring cleanliness of the accommodation.

MAIN TASKS OR ACTIVITIES

1. Liaise with residents on a daily basis and ensure their support needs are responded to efficiently and effectively in accordance with our service standards and Supporting People Quality Assessment Framework.
2. Carry out Housing management functions as follows:-
 - a. Report incidents if residents do not comply with the terms and conditions of their license agreement, and take action against the licensee for any breaches in line with published procedures following consultation with managers.
 - b. To promptly and accurately carry out health and safety checks within the building and grounds to maintain the upkeep of the project to the required standards to ensure a safe and secure environment.
 - c. To ensure repairs are reported promptly and completion monitored in line with the Group's procedures.
 - d. Cleaning of the communal areas of the project and of vacant rooms when necessary.
3. Liaise with external agencies, contractors and other staff in a professional manner and record these contacts and any linked information as required.
4. Work as part of the project staff team to offer consistent service delivery to residents in a professional and effective manner to address any issues that may arise.
5. Provide waking night cover at the project as a lone worker.
6. Implement and monitor night security systems, ensuring overall safety and security of the project and residents.
7. Report repairs and defects within the building to out of hour's service, Jigsaw repairs team or external contractors in line with service agreements.
8. In monitoring the security of the building, regularly report any incidents to the emergency services, out of hour's repairs service and Managers as appropriate, and take action where necessary.
9. Ensure that all tasks are completed on each shift and that a full and thorough handover takes place at the end of the shift.
10. Update manual and computer records with relevant information relating to incidents, accidents, Health & Safety and other events.

11. Encourage residents to maintain a high level of cleanliness across the project, to demonstrate the necessary skills for taking care of a property, and fulfil their obligations under the Licence Agreement, through co-operation, demonstration and advice. Supplement resident efforts when necessary to ensure communal areas are kept to a high standard as an example of expectations.
12. Arrange, attend and participate in training and any meetings that may be required in your role, both for personal development and for the benefit of other staff and residents, promoting and encouraging a high level of resident involvement and consultation.
13. Ensure literature and notices are updated regularly and displayed prominently.
14. Ensure cleaning materials are stored and used, by staff and residents, in accordance with the relevant legislation and policies, and that current COSHH assessments are in place.
15. Follow all Group policies and procedures in accordance with the role and attend Mandatory training when requested to ensure compliance with Group policies and procedures.
16. Ensure you work in accordance with the Equality Act 2010 and the Equality & Diversity Policy at all times.
17. Carry out any other duty which may be requested by the Chief Executive, Deputy Chief Executive or Group Director commensurate with the position.

**PERSON SPECIFICATION
NIGHT ASSISTANT**

CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
<u>QUALIFICATIONS</u>		
Qualification demonstrating sound literature & numerical skills (e.g. GCSE English & Maths A-C or equivalent)	E	Application Form/Certificate
Training relevant to role e.g. First Aid, Health & Safety, Scheme Security	D	Application Form/Certificate
<u>SKILLS/EXPERIENCE</u>		
Experience of working with vulnerable people	E	Application Form/Interview
Ability to communicate effectively with clients and relevant professional agencies	E	Application Form/Interview
Ability to follow procedures i.e. emergency procedures and issues relating to client's welfare	E	Application Form/Interview
Excellent Administration and reporting skills	E	Application Form/Interview
Community and liaison skills	E	Application Form/Interview
Computer literate	D	Application Form/Interview
A good knowledge and understanding of issues relating to supporting people and QAF	D	Application Form/Interview
<u>COMPETENCIES</u>		
Encourage and enable client involvement	E	Application Form/Interview
Able to work on own initiative, as well as working as part of a team	E	Application Form/Interview
Good time management	E	Application Form/Interview
Problem solving ability	E	Application Form/Interview
Able to work well under pressure	E	Application Form/Interview
Sensitive and supportive to people's needs	E	Application Form/Interview
Be flexible and able to work outside hours of duty if required	E	Application Form/Interview
Works harmoniously with others, helping to generate a positive team atmosphere whilst building effective working relationships	E	Application Form/Interview
A positive and responsive attitude to change, participating and makes constructive suggestions for solutions and improvements	E	Application Form/Interview
A commitment to Associations equal opportunity policies and practices	E	Application Form/Interview
Understanding of data protection & confidentiality issues	E	Application Form/Interview
Experience of partnership working	D	Application Form/Interview
<u>OTHER</u>		
Be flexible and able to work outside hours of duty if required	E	Application Form/Interview

Please note:

Applicants must meet the above "Essential" criteria as a minimum. "Desirable" criteria will be used as a minimum to further shortlist applications received if necessary. We are willing to consider making reasonable adjustments for people who have a disability. If you have any questions please do not hesitate to the People team.

DISCLOSURE BARRING SERVICE INFORMATION

<p>GENERAL DISCLOSURE INFORMATION:</p>	<p>The provisionally selected successful applicant for the post will be asked to apply for an Enhanced Disclosure from the Disclosure Barring Service.</p> <p>A copy of the Disclosure Barring Service' Code of Practice, which Jigsaw Homes is committed to, is available on request.</p> <p>As Jigsaw Homes meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.</p>
<p>SHOULD YOU DECLARE A CRIMINAL RECORD? (PAGE 4 EMPLOYMENT APPLICATION FORM):</p>	<p>*The post for which you are applying involves access to vulnerable people and/or children. It is therefore exempt from the provision of the Rehabilitation of Offenders Act 1974. You are therefore NOT entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any convictions, conditional discharges, bound overs, or cautions, reprimands or final warnings, will not automatically disqualify you from employment but any failure to disclose such information could result in dismissal.</p> <p>A criminal record will not necessarily be a bar to obtaining a position. This information will be used only to assess the applicant's suitability for employment, in so far as it is relevant, and Jigsaw Homes will consider persons with a criminal record on merit and ability and not discriminated against unfairly.</p>

DISCLOSURE BARRING SERVICE POLICY STATEMENT

<p>General principles:</p>	<p>As an organisation using the Disclosure Barring Service to help assess the suitability of applicants for positions of trust, Jigsaw Homes complies fully with their Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosure and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.</p>
<p>Storage and access:</p>	<p>Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.</p>
<p>Handling:</p>	<p>In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures of Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.</p>
<p>Usage:</p>	<p>Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.</p>
<p>Retention:</p>	<p>Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.</p>

<p>Disposal:</p>	<p>Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.</p>
<p>Acting as an Umbrella Body:</p>	<p>Before acting as an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations), we will take all reasonable steps to ensure that they can comply fully with the DBS Code of Practice. We will also take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the DBS Code and in full accordance with this policy. We will also ensure that anybody or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.</p>
<p>Recruitment of ex-offenders:</p>	<p>As an organisation using the Disclosure Barring Service to assess applicants' suitability for positions of trust, jigsaw Homes complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.</p> <p>Jigsaw Homes is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.</p> <p>This policy on the recruitment of ex-offenders, is made available to all Disclosure applicants at the outset of the recruitment process.</p> <p>We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.</p> <p>A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.</p> <p>Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential, cover to a designated person within Adactus Housing and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process.</p> <p>Unless the nature of the position allows Jigsaw Homes to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.</p> <p>We ensure that all those in Jigsaw Homes who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.</p>
<p>Recruitment of ex-offenders - continued:</p>	<p>At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.</p>

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the persona seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.
