YELDALL MANOR
recovery for life

Job title:	Bank Staff – Evening Duties

Name of Job Holder:

Department/Location: **Yeldall Manor First-Stage (Duty Staff)**

Salary: **£10 per hour**

Reporting to: **TBC**

Responsible for: **No Line Management Responsibility**

Key Relationships: **Yeldall First-Stage residents, Yeldall Second-Stage residents, Yeldall staff**

Date: **January 2018**
(when last updated)

MAIN PURPOSE OF JOB:

- To contribute to the rehabilitation of service users attending the Yeldall Manor rehabilitation programme.

- To support core Yeldall Manor staff while undertaking evening duties.

- To facilitate access to external activities by Yeldall Manor residents.

- To ensure adherence to the agreed Vision, Mission and Values of the organisation, including ensuring that the Christian ethos and culture is developed and maintained.

MAIN TASKS OF THE JOB:

- To support the main core staff member on duty during the evening in implementing the Yeldall Manor programme, including:
  - Being available to make phone calls for residents, checking what they are entitled to according to their stage on the programme.
  - Give and sign out medication when required by residents (if you have completed your competency assessment regarding medication).
  - Fill in the Duty Checklist at the given times.
  - Answer all phone calls if the Lodge duty resident is not present or available.
  - Open up the tuck shop for the resident Tuck Man at the allocated time and check he is carrying out his responsibility correctly.

- To support residents on the First-Stage programme by interacting with them and encouraging them in their recovery and spiritual growth.

- To support First-Stage residents as they participate in in-house or external faith-focused meetings (Alpha, Freedom in Christ, etc.).

- To undertake driving duties to enable First-Stage residents to access external opportunities (e.g. 12-step groups in the local community, courses and events at local churches, other recovery focused events, etc.).

OTHER DUTIES:

- To participate fully in the spiritual life of the project.

- To uphold at all times the Christian Values and Ethos of Yeldall.

- To ensure that Yeldall Diversity (Equal Opportunities) Policy is adhered to at all times in respect of both clients and co-workers.

- To attend management supervision sessions, in-house and external training courses as required.

- Any other task, as directed, commensurate with the grade of the post.

Working conditions (e.g. hours of work, any travelling required etc):

- This is a part-time, occasional post.

- You will be expected to work flexible hours according to the requirements of the role.

- Payment to cover Annual Leave and Bank Holiday allowance is accrued on the basis of hours worked.

Person Specification

Job Title: Bank Staff – Evening Duties

QUALIFICATIONS & EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working with people with substance use problems		*
Current driving licence	*	
Minibus driver		*
KNOWLEDGE, SKILLS & ABILITIES	**ESSENTIAL**	**DESIRABLE**
Understanding of issues faced by those recovering from addiction	*	
Ability to deal patiently, sensitively and in a non-patronising way with all people e.g. residents, staff and volunteers	*	
Ability to communicate effectively with residents and staff	*	
Ability to work within a team and independently	*	
Ability to set boundaries, challenge appropriately and to manage conflict positively and constructively	*	
Ability to communicate on a one-to-one basis and with groups (staff and residents)	*	
OTHER REQUIREMENTS	**ESSENTIAL**	**DESIRABLE**
Demonstrated commitment to the Christian faith and ability to support the Yeldall Basis of Faith, Ethos Statement and values	*	
Demonstrated commitment to upholding and promoting equal opportunities	*	
High personal and professional standards	*	
Demonstrated desire to work with client group	*	
Ability to recognise and deal with stress	*	
Ability to work unsocial hours, specifically evenings	*	
Ability to travel off site (12-step meetings, other recovery groups, church meetings, etc.)	*	
Having the pastoral support of your church and any appropriate family members	*	