



October 2017

1. JOB IDENTITY

Post Title:	Unit Assistant	Service:	Infrastructure Services
Section:	Housing – Options and Homelessness	Grade:	Care D
Reports to:	Accommodation and Residential Unit Officer		

2. JOB PURPOSE

- Ensure the efficient and effective running of the temporary Accommodation Unit

This role will require flexible, evening and weekend working, rota system is in place for shift working.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Introduce new residents to the unit.
- Monitor access to and from the unit.
- Update and maintain records, files and databases in line with corporate records management standards.
- Carry out care taking duties
- Undertake cleaning of the communal area and deep clean rooms when residents move out.

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Academic achievement to Standard Grades or equivalent transferable experience and skills
 - Willing to undertake additional training as requested

- Desirable:**
- SVQ 2 in care / Independent living

5. EXPERIENCE

- Essential:**
- Experience of dealing with the public
 - Experience in using Microsoft Officer Packages to a proficient standard

- Desirable:**
- Previous experience of working in a care taking role

6. KNOWLEDGE AND SKILLS

- Essential:**
- Good verbal and written communication skills
 - Able to deal firmly and tactfully with issues pertaining to the daily running of the temporary unit
 - Ability to work on own initiative and as part of a team
 - Good interpersonal skills
 - Approachable and caring attitude
 - Knowledge of computer systems

7. ADDITIONAL REQUIREMENTS

Driving Compliance	Not applicable to this post
Politically Restricted	Not applicable to this post