

# **The Ashley Foundation**

## **Job Description**

**Job Title**      Night Duty Supervisor

**Hours:**        48 Hours per week (plus additional hours as required)

**Report To**     Hostel Manager

### **Principal Duties:**

1. To ensure the safety of the residents and security of the premises
2. Record all incidents accurately in the Incident book
3. Support residents with any problems which may arise
4. Support residents with regards to personal issues
5. Be available to support/mentor residents at any time
6. Complete Support handover sheets
7. Liaise with Support Staff and Hostel Managers
8. Keep up to date with all policies and procedures
9. Liaise with outside agencies when necessary
- 10 Attend any training programmes as necessary