| 1. **Job Details**
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| Job Title: | Support Worker (Group Living) |
| Team/Department: | Group Living |
| Reports to: | Team Leader | Location: |  |
| Appointment period: | Permanent | Salary: | £9.38 per hour, £71.28 per sleep£26,500 per year based on 10 shifts per month. |

| **Job Purpose** |
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| To be responsible for the provision of 24/7 support for Vulnerable people (Service Users) for Bedspace within a staffed Solo Placements or Group Living house. |

| **Main Duties & Responsibilities** |
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| 1. To assist the Service Users allocated Social Worker in the delivery of the service.
	* 1. Deliver ASDAN independent living programme.
		2. Conduct welcome and induction for Service Users
		3. Ongoing assessments of Service Users’ needs
		4. Provide ongoing support and monitoring of Service Users
		5. Assist in access to education and health provisions.
		6. Preparation of reports
		7. Maintaining regular contact with Service Users
		8. Informing Service Users of support groups
		9. Assist Move-On of Service Users
		10. Attend professional meetings for all young people.
		11. To be responsible for the safeguarding of service users, ensuring Bedspace policies are upheld.
2. To accurately record, create, maintain and update electronic records in respect of our Service Users.
3. Ensure regular and thorough cleaning of the house, including the gardens, staff bedding and towels and light maintenance such as changing lightbulbs.
4. To prepare for and attend meetings as required or directed.
5. To provide mediation to Service Users as required and/or directed.
6. To effectively use IT packages to support the work of the company.
7. To work effectively and cooperatively across multi-disciplinary teams.
8. To observe and maintain strict confidentiality in respect of the Service Users, Clients and Company.
9. To implement and review risk assessments and risk management plans.
10. To report any housing issues to the Services Department and to assist, where required, in the resolution of any defects.
11. To be able to work a 24/7 shift - sleeping and/or waking nights. Shifts are generally 10am - midnight with a midnight - 8am sleep then a further 2 hours following the sleep until 10am.
12. Able to show flexibility to cover all Group Living and Solo Placements houses across a given area within the company as and when required
13. To contribute to the improvement of policies and procedures and ensure these are implemented successfully with young people
14. To carryout 1:1 meetings with the young person and record appropriately on REMAS.
15. To attend team meetings and supervisions as required.
16. To manage own time effectively, including utilising spare time when Service Users are not present within the property.
17. Conducting all activities in a manner in line with the company’s vision, promoting good external relations and a positive image of the company.
18. Responsible for meeting individual performance targets as agreed with the post holder’s manager.
19. Supporting the culture of cross sectional working, encouraging a culture of project work focusing on the objectives of the company. Actively participating or leading in projects and corporate tasks as required.

**General Accountabilities**The postholder is expected to follow Bedspace policies in relation to Health & Safety, GDPR, Equality and Diversity and confidentiality.**Other Duties**The duties and responsibilities in this role profile are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this post will be mutually agreed with the post holder. |

This table lists the essential and desirable requirements needed to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

|  | Requirements | Essential / Desirable | How Assessed |
| --- | --- | --- | --- |
| **Qualifications** | High standard of general education.  | E |  |
|  | NVQ Level 3 Health & Social Care - Children and young People (CCYP) or equivalent, or willing to work towards. | E |  |
|  | Enhanced DBS record. | E |  |
|  | Willingness to undertake further training. | E |  |
|  | Current full driving licence with business Insurance. | D |  |
| **Experience**  | In a relative social care environment, or with transferable skills | E |  |
|  | Experience of working in a Residential setting | D |  |
|  | In dealing with individuals from ethnic minority groups. | D |  |
|  | In dealing with vulnerable people from a variety of backgrounds, ideally from a 16-21 age range. | D |  |
|  | In conflict management and/or de-escalation techniques | D |  |
|  | Frequent use of computerised admin systems in busy working environment.  | E |  |
| **Aptitude**  | Good written, verbal, and communication skills. | E |  |
|  | Negotiation skills. | E |  |
|  | Able to work to tight deadlines. | E |  |
|  | Confident on a computer and Microsoft packages | E |  |
|  | Able to make quality decisions under pressure. | E |  |
|  | Effective use of time management. | E |  |
|  | Take on new ideas and be adaptable to ‘change’. | E |  |
|  | Able to follow policies and procedures taking appropriate action when necessary. | E |  |
| **Knowledge** | Understanding of housing issues affecting vulnerable People. | D |  |
|  | Understanding of current issues affecting Vulnerable People. | E |  |
|  | Working knowledge of safeguarding legislation and protocols | E |  |
| **Disposition**  | Enthusiastic and confident with a positive attitude. | E |  |
|  | Versatile, flexible, and cooperative approach to work. | E |  |
|  | Able to forge positive professional relationships with Service Users, colleagues, and other professionals. | E |  |
|  | Willingness to work unsocial hours and prepared to stay on shift if the next staff member is running late or unable to work | E |  |
|  | Committed to self-development | E |  |

**Essential/Desirable:**

E = Essential: Requirements without which the job could not be done. D = Desirable: Requirements that would enable the candidate to perform the job well.

**How Assessed:**

A = Application I = Interview OM = Other Means (e.g. presentation, test, etc.)