



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Floating Support Worker (Level 2)</b>
<b>Project:</b>	BCM's Housing Support for Older People, based at Duncairn Gardens, Belfast
<b>Main Purpose of Job:</b>	To support and enable Service Users to remain living at home as long as possible.
<b>Reports to:</b>	Project Manager

### **Main Job Tasks**

- To carry out needs assessments with service users.
- To develop and implement outcomes focused support plans with service users.
- To provide practical support to service users in their homes and the community.
- To support the service user to find appropriate accommodation, understand their tenancy agreement and maintain their tenancy and ensure that they are able to remain in their home.
- To provide guidance in applying for housing points, enabling and assisting the service user to move house when appropriate.
- To assist the service user with their applications for benefits and/or grants.
- Identify reputable trade companies/organisations to ensure work to service user's property is carried out to a high and cost effective standard.
- To support the Service user to maintain their home in a safe and clutter free manner.
- To assist the service user to buy household equipment, e.g. cooker; fridge freezer and any other household item that they may require.
- To assist the service user to ensure that safety checks are carried out on regular basis.
- To help the service user to maximise their benefit entitlements and budget their income.
- To help and encourage the service user toward healthy eating and promote healthy living.
- To assist the service user with attendance at medical appointments and encourage them to adhere to medical requirements.
- To encourage service users to maintain family and community links.
- To promote choice and dignity for all service users.

### **Communication**

- To establish and maintain effective communications within your team, across the organisation and with relevant partnering agencies.
- Maintain accurate and complete records consistent with policies and procedures.

**Health & Safety**

- To uphold the Health and Safety policy and procedures of BCM at all times.
- To carry out, record and review assessments and risk management strategies for each service user.

**Learning & Development**

- Attend all relevant training when required: you will be required to undertake a QCF Level 2 in Health & Social Care (or equivalent) and register with the Northern Ireland Social Care Council (NISCC).

**Quality**

- Deliver service excellence in line with the following: BCM's policies and procedures; BCM's Mission, Vision and Core Values; Care standards as set down by regulatory bodies, e.g. NISCC.
- To adhere to all regulatory requirements in undertaking your job role, e.g. the Quality Assessment Framework (QAF).

**Equality & Diversity**

- Uphold BCM'S Equal Opportunities Policy in respect of service users, staff, partnering agencies, members of the public promoting the organisation in a positive light at all times.
- To work alongside and support the work of volunteers as appropriate.

*The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.*

## **GENERAL TERMS & CONDITIONS**

Duration:	This position is for maternity cover and will terminate when the postholder returns to work from maternity leave.	
Hours:	35 hours per week, may include evening and weekend work.	
Salary:	BCM Scale Point 19 (£16,967 per annum).	
Holidays:	21 days per annum plus 12 Public Holidays.	
Probation Period:	Six months.	
Pension:	In line with current legislation, you will be automatically enrolled into the company pension scheme, providing you meet the relevant criteria.	
Mileage:	40 pence per mile.	
Benefits:	Childcare Vouchers Cycle scheme	
Period of Notice:	Less than six months service = 1 week Six months service or more = 1 month	
Sick Scheme:	<u>BCM Sick Scheme 2</u>	
	Length of Service	Payment
	Up to 12 months	SSP only
	12 months plus	4 weeks full pay 4 weeks half pay SSP only
	No sick pay will be paid in respect of the first 3 days of any period of sickness absence.	
Access NI:	This post requires that a check must be carried out under the requirements of Access NI Enhanced Disclosure. This will involve a full criminal records check which will show spent and unspent convictions, cautions, cases pending and any other relevant information.	

*If you require more details regarding the conditions of employment you will be given the opportunity at interview to discuss these and other matters.*

## **PERSON SPECIFICATION**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>You will be required (if not already attained) to undertake a QCF Level 2 in Health and Social Care</p> <p>You will be required to attain (if not already attained) registration with the Northern Ireland Social Care Council (NISCC)</p>	QCF Level 2 in Health and Social Care (or equivalent).
<b>Personal Attributes</b>	<p>Genuine interest in working with people, particularly older people</p> <p>Ability to approach our service users with empathy, understanding and patience</p>	<p>Knowledge of housing issues.</p> <p>Experience of working with older people in the community.</p>
<b>Skills</b>	<p>Ability to develop effective working relationships with older people</p> <p>Ability to maintain accurate records relating to all aspects of your work</p> <p>Excellent interpersonal skills with the ability to relate to very different service users with their own individual needs</p>	Basic IT skills.
<b>General</b>	<p>Good level of written and spoken English</p> <p>Numeracy skills</p> <p>A valid UK driving licence and access to a car to allow travel to various sites throughout the catchment area</p> <p>Ability to work flexibly, including some evenings and weekends.</p>	