

JOB DESCRIPTION & SPECIFICATION	
Housing Support Worker	
Location	Housing Support for Young People in the North Down and Ards area
Project Remit	To provide Housing Support to Young People (18-25) in the Community Housing Support for Young People supports young people (aged 16-25) to access and maintain accommodation in the community. Support can be provided for up to 2 years depending on the needs of the Service User
Hours of Work	35 hpw (and may on occasion include evenings and weekends)
Salary	12.715 per hour (£23,141.3 per annum)
Contract Type	Permanent
Pension	4% employer pension contribution (after 3 months of service)
Holidays	33 days annual leave per annum (including statutory holidays)
Sick Scheme	Paid sick leave 4 weeks full pay and 4 weeks half pay after one year of service.
Benefits	<ul style="list-style-type: none"> • Westfield Health Level 1 - Cash back plan and additional benefit of unlimited MRI and CT scans and 1 PET scan within a 12 month period • Westfield Health Rewards • Long service annual leave increments and scheme • Paid Access NI • Learning & Development opportunities

Job Specification

Essential	
Qualifications & Experience	<ul style="list-style-type: none"> • At least one year's experience supporting groups and/or individuals either a paid or voluntary capacity.

	<ul style="list-style-type: none"> • Experience working with young people is desirable
Skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Ability to competently use IT for communication and record-keeping. • Excellent communication, interpersonal skills, patience, and empathy. • Ability to adapt communication style based on the person • Ability to form appropriate supportive relationships with service users, representatives, and the wider community • Demonstrate resilience and use initiative to resolve issues and follow correct reporting procedures • Demonstratable IT literacy including experience using Microsoft Office applications, email, and the internet
Circumstances	<ul style="list-style-type: none"> • Possess a full UK driving licence (Business Insurance will be required)
The successful candidates will require	
Access NI	This Post is subject to an Enhanced Access NI check. Having a criminal record will not necessarily debar you from working with BCM. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate.
NISCC Registration	If you are or have been registered with NISCC, your registration must be active on commencement of employment. If you have never been registered, you must be registered before the end of your probationary period.

Job Description

Scope of Responsibility	As a Housing Support Worker, you will work independently with a caseload of service users, building a relationship of trust and
--------------------------------	---

	<p>respect to achieve the best outcomes for your service users. You will provide them with the best advice and support to help them remain living independently in their own home.</p> <p>You will regularly meet your service users face to face either at their own home or a neutral venue to provide this support. You will act as an advocate for the service user and link with external agencies to get the right help and support they need</p>
<p>Key Areas of Responsibility</p>	<p><u>Service user support</u></p> <ul style="list-style-type: none"> • Manage a case load of service users • Visit young people in their homes to provide a wide range of support • Work collaboratively with external agencies and stakeholders to achieve the best results for the young person • Assess need, develop, monitor and review support plans, risk assessments and risk management plans for each service user • Supporting service users to find alternative accommodation for those who need it when required • Encourage and support service users to engage in their local community. <p><u>Administration & Record Keeping</u></p> <ul style="list-style-type: none"> • Maintain accurate, up to date records and case files in relation to all work activity. • Undertake new and refresher training as necessary to continue to meet the requirements of the post. • Attend staff and organisational meetings as requested • Adhere to all policies and procedures as set down by BCM and comply with the standards for Social Care Staff as set down by the Northern Ireland Social Care Council (Maintain NISCC Registration annually). • To remain vigilant to IT and cyber risks and comply at all times with BCM's IT Security policies.

The above list is not exhaustive; additional areas of responsibility may be added over time and flexibility to cover for other staff roles is required from time to time.