

## JOB DESCRIPTION & SPECIFICATION

### Housing Support Worker (Level 3)

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| <b>Location</b>      | Housing Support for Young People covering the Armagh/Dungannon/Magherafelt Area – Remote Working  |
| <b>Project Remit</b> | BCM Housing Support is a holistic floating support service helping 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  |
| <b>Hours of Work</b> | 35 hours – Monday-Friday<br><br>Ability to start work between 8am-10am and finish between 4pm-6pm.  |
| <b>Salary</b>        | £25,643.80 per annum  |
| <b>Contract Type</b> | Permanent   |
| <b>Probation</b>     | Six months  |
| <b>Pension</b>       | 4% employer pension contribution (after 3 months of service)  |
| <b>Holidays</b>      | 21 days per annum plus 12 Public Holidays.  |
| <b>Sick Scheme</b>   | Paid sick leave – 4 weeks full pay and 4 weeks half pay after one year service.   |
| <b>Benefits</b>      | <ul style="list-style-type: none"> <li>• 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</li> <li>• Westfield Health Rewards</li> <li>• Long service annual leave increments and scheme</li> <li>• Paid Access NI</li> <li>• Learning &amp; Development opportunities</li> </ul> |

### Job Specification

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| <b>Essential</b>                       |   |
| <b>Qualifications &amp; Experience</b> | <ul style="list-style-type: none"> <li>• Minimum of 1 year(s) experience supporting Young People</li> <li>• Minimum of QCF level 3 in Health and social care or equivalent</li> </ul> |

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| <b>Skills</b>        | <ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Ability to competently use IT for communication and record-keeping</li> <li>• Ability to promote the service by preparing and delivering presentations to key agencies and partners</li> <li>• Excellent time management / organisational skills</li> </ul> |
|                      |   |
| <b>Circumstances</b> | <ul style="list-style-type: none"> <li>• Possess a full (clean) UK driving license and business insurance and have access to a car (you will be expected to transport Service Users, on occasion to appointments etc)</li> </ul>  |

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| <b>Desirable</b>  |   |
| <b>Experience</b> | <ul style="list-style-type: none"> <li>• Experience of providing housing related support</li> <li>• Experience of working with young people with complex needs including those with disabilities and/or addictions</li> <li>• Experience of engaging service users in a group work setting</li> </ul> |
| <b>Skills</b>     | <ul style="list-style-type: none"> <li>• Knowledge of other support organisations in the local area.</li> </ul>   |

The successful candidate will require:

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| <b>Access NI</b>          | 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. |
| <b>NISCC Registration</b> | 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.   |