

JOB DESCRIPTION & SPECIFICATION	
Senior Support Worker	
Location	BCM's Supported Housing Project, Tafelta Rise, 19-21 Moneymore Road, Magherafelt BT45 6JF
Reports to	Project Manager
Project Remit	<p>Tafelta Rise provides supported housing to thirteen vulnerable young people aged 16-21 years for up to two years. The young people who are leaving care, or who become homeless, are supported in their journey towards securing accommodation best suited to their individual needs, whilst providing practical and emotional support.</p> <p>Some young people may arrive at our projects with a complex history which can include self-harm, trauma, isolation, poverty, difficulty in forming relationships / trust, and exhibit behaviours and risks associated with their experience.</p>
Hours of Work	<p>Average hrs per week – 42.875</p> <p>Shift time 08:00 – 20:15</p> <p>Week 1 – Sun, Wed, Thurs</p> <p>Week 2 – Mon, Tues, Fri, Sat</p>
Salary	£31,413.65 per annum (currently under review)
Contract Type	Permanent
Pension	4% employer contribution (after 3 months of service)
Holidays	<p>21 days per annum increasing by 2 days on 5 years-service and a further 3 days on 10 years-service.</p> <p>12 Public Holidays Pro rata</p>
Sick Scheme	Sick scheme 2 - 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 • Learning & Development opportunities • Long service annual leave increments and scheme

Job Specification

Essential	
Qualifications	<ul style="list-style-type: none"> • QCF Level 3 in Health & Social Care or equivalent or willing to work towards this qualification when in post. • GCSE Mathematics & English Language at Grade C or above
Experience	<ul style="list-style-type: none"> • Three years' relevant experience in a care setting providing support/services to young people in the 16-25 year age group.
Skills & Knowledge	<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge and understanding of the challenges young people face when living in supported accommodation. <p>Skills</p> <ul style="list-style-type: none"> • Experience of consulting and engaging service users in group work settings. • Ability to communicate effectively with all stakeholders, internally and externally (verbally and in writing). • 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. • Ability to maintain confidentiality and discretion. • Strong administration and organisational skills. • Must be proficient in the use of MS Office (Outlook / Word / Excel).
Circumstances	<ul style="list-style-type: none"> • Must possess a full valid UK driving licence and access to a car with class 1 business/car insurance to be able to transport service users. OR can demonstrate mobility to carry out the functions of the job. • Ability to flexible to meet the needs of the role
Desirable	
Experience	<ul style="list-style-type: none"> • Experience of managing a staff team
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

<p>Scope of Responsibility</p>	<p>You will support the Project Manager with daily operations of the supported accommodation project ensuring a safe and supportive environment for both service users and staff.</p> <p>You will ensure that you listen to the needs and feelings of the young person to enable you to facilitate any necessary help that they need, including interventions and signposting them to other support services to give them every opportunity to get the help that they need and deserve.</p> <p>You will assist the young people to cope with significant changes associated with adulthood, encourage them to make their own decisions and educate them on general life activities in terms of health, hygiene, finance, housing, etc.</p>
<p>Key Areas of Responsibility</p>	<p><u>Operational Support</u></p> <ul style="list-style-type: none"> • Staff Management, to include the induction of new staff; monthly supervision of staff, development of existing staff and the allocation of work as per rota / service user requirements. • Mentoring, to include assisting and guiding staff in their work with challenging behaviour and develop interventions/ways of working. • Assist in the completion of monitoring reports in respect of the project for specific regulatory bodies / partner agencies and liaise with same in relation to all project activity (eg) inspections / audits / incidents • Assist in liaising with key partner agencies including the promotion and presentation of the service were applicable <p><u>Service user support</u></p> <ul style="list-style-type: none"> • Act as key worker for a number of young people in the project creating support plans and providing emotional and practical support. • Review plans and goals to encourage the young person to live a life that they choose and reach their goals and work towards positive outcomes. • To assess young people who are referred to the service to ensure their needs can be met. • Carry out risk assessments and risk management plans to ensure that the young person is safe and has everything that they need. • Support the young people to obtain any benefits and other financial and non-financial entitlements and assistance that they need. • Accompany the young people to any necessary appointments relating to the above. • Work collaboratively with external agencies and stakeholders to achieve the best results for the young person

- To promote service user involvement in all aspects of the role.

Health & Safety

- Work as a team with other Support Workers to maintain tidiness, cleanliness and hygiene standards in all communal areas
- To undertake assigned duties regarding the overall health and safety and security of the service and utilize available security systems to manage risk relevant to the service.
- To ensure completion of all relevant wellbeing and health and safety checks

Administration & Record Keeping

- Maintain accurate and up to date records including completing daily contact sheets, reporting on incidents, and maintaining the young person's files to ensure compliance with agency and regulatory requirements.
- 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.