

**Job Description**

**Job Title:** Senior Housing Support Worker

**Salary Grade: Grade** 7

**SCP:**

**Job Family:** People Care

**Job Profile:** PC 3

**Directorate:** Children’s Services

**Job Ref No:**

**Work Environment:** BurlingtonClose, Claremont terrace, Cliffe Park and Elwin Terrace

**Reports to:** Manager – Support to Independence

**Number of Reports:**

Your normal place of work will be at the Children’s Homes, but you may be required to work at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check

**Purpose:**

To support the “Support 2 Independence Manager” in the day to day management of the semi-independent living provision for care leavers based at either Burlington Close, Claremont Terrace, Cliffe Park or Elwin Terrace. These provisions will support and enable care leavers in acquiring the essential life skills (both emotional and practical) to live independently.

To lead the staff team providing support to young people accessing the Next Steps Service and living at Claremont Terrace Cliffe Park, Burlington Close and Elwin Terrace, including providing outreach support to those in trainer flats.

**Key Responsibilities:**

To liaise with service users, colleagues and other agencies in respect of the tenancies which the service manages and in relation to service user support plans. To communicate/liase with Support 2 Independence Manager and /or deputy manager on a regular basis.

To provide information to young people and colleagues about the scheme and to provide guidance to young people living in the accomodation about their housing rights and responsibilities, benefit claims, life skills or other issues. Ensure staff are recording on liquid logic data base.

Assess the suitability of young people referred to the scheme and work along side Support 2 Independence Manager or deputy manager on identifying who should be best considered for future vacancies.

Identify the housing related support needs of those working with the scheme to enable effective tenancies.

To understand the needs of service users and work with them on both a 1 to 1 basis and as part of the wider Leaving Care Service Team, to achieve the objectives in their Pathway Plan.

To encourage, coach and mentor young people to engage in the support offered and learn skills that will assist them with independent living.

To ensure service objectives are met and provide service cover through the staff rota to ensure service delivery.

To assist the Manager or deputy manager in ensuring all work across the team is delivered within designated timeframes, such as facilitating staff meetings in the managers absense, doing home visits and recording contacts with young people.

To maintain service standards and delivery whilst dealing with challenging behaviour which can include managing visitors to the building, serving notice on tenants or intervening in disputes between tenants or staff.

Ensure the rota is covered to meet the needs of the service and the building has staff cover at all times. This includes single worker sleep-in cover.

Authorisation of staff team's time sheets.

Undertake supervision and appraisal of staff within the team.

Ensure maintenance of building is kept to a good standard, this includes premises management, keeping records and logs of fire safety, follow risk assessments in relation to H&S and report any H&S issues to the manager. Complete mandatory H&S training.

**Additional Information/Other Requirements:**

Post holder should have level 3 Diploma in Health and Social Care and Children’s and Young People’s Services (or equivalent )

To be able to meet the travelling requirements of the post.

To be able to work flexible hours as required by the post.

**Statutory requirements:**

In line with the Together for Children’s Statutory Requirements, all employees should:

Comply with the principles and requirements of the General Data Protection Regulation (GDPR) in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland.

Comply with the principles and requirements of the Freedom in Information Act 2000;

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;

Undertake the duties of the post in accordance with the Company’s Equal Opportunities Policy, Health and Safety Policy and legislative requirements and all other Company policies.



**Person Specification**

**Job Title:** Senior Housing support worker- Support to Independence

**Role Profile reference:**

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| **Essential Requirements** | |
| **Qualifications:**   * Post holder must hold level 3 Diploma in Leadership for Health and Social Care and Children’s and Young People’s Services (or equivalent) | Application Form Interview |
| **Experience of:**   * The post holder must have at least 5 years’ experience of working with ‘looked After Children’ within a residential or supported accommodation setting, at least 2 of which at a senior level. * Supervisory responsibilities | Application Form Interview |
| **Knowledge and understanding of:**   * Must have an excellent knowledge of the ‘other arrangements framework’ and the Children’s Act * Must have thorough knowledge of benefit procedures | Application Form Interview |
| **Ability to:**   * Able to effectively use a PC to prepare documents, record information or input data. * Write detailed plans and reports as required. * Support in the management of a staff team, including delivering robust supervision and appraisal. * The ability to work outside of normal working hours to meet the needs of the service, including evenings and weekends. * Meet the travel requirements of the post * To share information and obtain information from others through excellent written and verbal communication. | Application form Interview |
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