

Southside

HOUSING ASSOCIATION

JOB DESCRIPTION

Job Title:	Relief Support Worker
Responsible to:	Management Committee, Southside Housing Association
Reporting to:	Team Leader
Hours:	Sessional Basis

OBJECTIVES OF THE POST

To work as a team member providing a high level of support and care appropriate to the needs of the service user supported through the Association's Saffron Housing Support Project.

The Saffron Project provides self contained supported furnished flats for young, single homeless from a minority ethnic community. The young people are referred from a range of specialist agencies and the supported tenancies are expected to last about two years.

Southside Housing Association would like to recruit a small bank of relief staff to cover staff absences on a flexible and responsive basis.

PRINCIPAL DUTIES

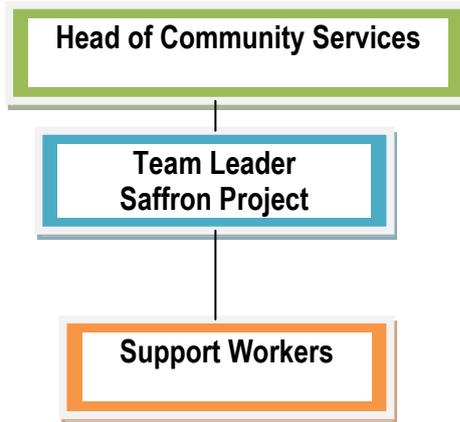
1. Involvement in the general day to day support of the service users as determined by the Team Leader.
2. Seek to acquire appropriate working knowledge of the needs of service users and make contributions on this basis.
3. Assist new service users to settle into the service, introducing them to facilities and procedures, and ensuring they are aware of their rights and responsibilities.
4. Awareness of implications of all service user support needs, plans and risk assessments
5. Ensure service users are registered with local health services and any health needs addressed.
6. Contribute to the agreeing and updating of support plans through careful observation, assessment and record keeping. Implement these under the guidance of the Team Leader. This involves fulfilment of the role of a key worker.
7. Maintain records for all interactions, including support plans, recording sheets, incident and accident reports and property and equipment check records, as instructed and in line with data protection and confidentiality requirements.

8. Work with team members to deliver services in line with National Care Standards for Housing Support.
9. Contribute to case conferences, reviews and other meetings, and the compiling of appropriate reports for all such meetings.
10. Involvement in such other professional duties as determined by the Team Leader.
11. Undertake any training essential to your professional development in fulfilling the role of a Support Worker as determined by senior staff.
12. Participate in regular supervision with the Team Leader
13. Participation in staff meetings as determined by the Team Leader
14. Assist clients to have a high quality of life and facilitate them to have choices.
15. Encouraging service users to participate in all aspects of the support plan and community life. This may involve leading or accompanying outings.
16. Support service users to build up a network of supports, in preparation for their future needs and aspirations.
17. Support service users to access development and recreational activities such as training, education, volunteering or employment, as appropriate to the service and individual.
18. Ensure that service users have a well organised and supported transition when leaving the service, and that all procedures relating to this are completed.
19. To undertake other duties as may reasonably fall within the parameters of the post as delegated by the Team Leader or Senior Manager.

OTHER DUTIES

- ✓ Occasional work out of office hours may be required.
- ✓ Any other duties consistent with the post as required

Position in Structure:



Reward, incentive, conditions:

EVH Technical and Support Grade 3 £10.89 per hour

Annual Leave - You will accrue an entitlement to annual leave of 5.6 weeks pro rata in each calendar year calculated according to the number of hours you work. This equates to 12.1% of the time actually worked.

Person Specification: separate document

Any special circumstances or planning issues:

Job Holder:

Issue Date:

PERSON SPECIFICATION

POST: Relief Support Worker		DATE: January 2018	
1.0	Education and Experience	Essential	Desirable
1.1	A minimum of one year's recent, direct experience of working in a related support environment.	*	
1.2	A relevant professional qualification at SVQ II minimum. If not qualified, the postholder must be able to demonstrate extensive experience in a similar role and a current commitment to achieve an appropriate qualification leading to SSSC registration.	*	
2.0	Knowledge, Skills and Abilities	Essential	Desirable
2.1	The post holder must be able to demonstrate knowledge of the National Care Standards for Housing Support and Scottish Social Services Council Code of Practice and how this links to best practice in supported housing and delivering non-judgemental, rights based support services.	*	
2.2	The post holder will have a sound commitment to all aspects of anti-discriminatory practice and be committed to anti-racist principles and practices. You will be able to demonstrate an understanding of delivering services to service users from a range of ethnic and cultural backgrounds.	*	
2.3	Knowledge of issues affecting young BME service users, and the challenges this can present in delivering services.	*	
2.4	A well organised person, able to work on their own initiative as well as part of a team.	*	
2.5	The post holder will have sound knowledge of policies and procedures and the ability to interpret them to resolve problems.	*	
2.6	Excellent communication, presentation and reporting skills as well as sound IT skills in Outlook, Word and Excel are essential.	*	
2.7	The postholder will demonstrate excellent interpersonal skills, the ability to build a rapport with service users to respond to their varied needs and to develop effective working relationships with internal and external colleagues.	*	
2.8	Experience of working in a multi-racial / multi-cultural work place.		*
2.9	Minority ethnic language skills e.g. Punjabi, Urdu, Arabic etc		*
2.10	Access to your own car and a full, clean driving licence and insurance cover for business use of a vehicle for Association business.		*