



JOB DESCRIPTION
FAMILY FOCUSED HOUSING SUPPORT WORKER
BEACON DISPERSED ACCOMMODATION

SALARY: [OBJ] £27,577.68
LOCATION: [OBJ] Leeds
HOURS: [OBJ] 37 hours per week
RESPONSIBLE TO: Dispersed Scheme Manager

Beacon's aim is to focus on Prevention & Early Intervention (risk of homelessness, rough sleeping), Sustainment (independent living, health, employment) and Integration (within communities, increasing confidence)

The family focus worker will providing appropriate practical and emotional support to, pregnant women, children, young people, and their families, through a mixed programme of home visiting, partnership work and support planning. They will work in a trauma informed manner with families and other lead agencies, to embed a strengths-based approach, engaging and enabling children, young people, and families to achieve their goals at the earliest opportunity. Safeguarding families and the preservation of the family unit through rehousing and support where possible will be the primary aim.

Purpose of the post:

To provide flexible, focused and short-term housing and family related support to families and single people in dispersed accommodation with a wide range of support needs. The aim is to support clients to secure permanent accommodation within the contracted timescales.

Essential Criteria

Hold a current full driving licence and have access to a car. Business Insurance is recommended if using the car for work purposes.

Professional experience of working with children, young people and their families, including up-to-date knowledge and experience of safeguarding issues, risk and safety management and procedures and networks and support for pregnant women and families

Duties & Responsibilities

To undertake child-focused assessments with children and young people (0-19) and in partnership with parents/carers and professionals establish an understanding of the child and parent's needs, any existing or potential risk and to gain knowledge of the 'Childs' lived experience' and parental challenges.

Using information gained through the assessment, develop a child-centred, outcome focused plan and safety plan with parents during their accommodation with Beacon

Monitor, review and update plans, utilising critical analysis, outcome evidence, and triangulating information; stepping up/down cases and making onward referrals for specialist support and interventions, where appropriate. Provide relevant reports evidencing outcomes achieved through family support provision.

Work collaboratively to coordinate care and support for families through liaison, referrals and multiagency partnership working, with Health, Social Care, Education and other statutory, voluntary and specialist agencies.

To prioritise the safety, wellbeing and healthy development of children & young people through effective observation and assessments and by always following safeguarding procedures and guidelines

Build up knowledge and understanding of local resources and community, statutory and voluntary services, and communicate effectively with them in the best interests of the child and family.

To be a source of expertise and guidance for all teams within Beacon on family focused issues

Support clients to achieve their individual goals in line with their tailor-made support plan and in line with the Beacon remit, with a key focus on obtaining relevant benefits and moving on to own secure accommodation

Work co-productively with clients, volunteers, peer mentors and professionals from partner agencies to provide an appropriate responsive service

Liaise with and develop professional working relations with a variety of housing and support providers

At all times work within, adhere to and promote Beacon's Safeguarding procedures to ensure that clients are safe from harm and abuse.

Implement the admissions procedures of the service including issuing Tenancy Agreements

Provide comprehensive information and advice to clients regarding appropriate housing and support options

Undertake comprehensive risk and needs assessments, support plans and reviews with clients centred on their needs

Undertake a key worker role

Maintain relevant written/electronic confidential records in line with Data Protection legislation and Beacon policies and procedures

Undertake property maintenance/void inspections and make arrangements for the provision of appropriate repairs and renewals.

Prepare accommodation for re-letting so as to maximise accommodation availability within target timescales.

Carry out administrative and monitoring tasks associated with the running of the service

Collect any rent and charges that are due from clients and to maintain accurate records of these in line with Beacon policies and procedures.

At all times work as part of a team, this includes working with other staff, attending team and staff meetings and developing a teamwork approach to all aspects of the organisation's work.

Be responsible for personal learning and development where appropriate and undertake training, both mandatory and optional, to increase knowledge, skills and awareness.

Be inducted, supervised, performance managed and appraised in line with the organisation's performance and contracted funding requirements.

Meet individual performance standards as required against Beacon performance standards and contracted funding requirements

Provide monitoring information and reports as part of funding and organisational requirements and for the Beacon partners Trustees/Supervisory Boards as required

Work within the organisations' policies and procedures always.

Always represent the organisation in a positive manner.

Participate in the further development of the service and organisation in conjunction with the Manager as requested.

Be aware of and employ the general practices of the organisation's safeguarding, health and safety policies and ensure these are always adhered to

Operate within the aims, policies and practices of the organisation always and to be committed to and promote the organisation's equal opportunities and anti-discriminatory policies.

Ensure information is dealt with in accordance with organisational policies around Confidentiality, Communications, Internet, Email and Telecommunications and steps are taken to ensure that confidential information is secure e.g. volunteer and service user data

Provide information about the organisation as a whole and in particular the Beacon Service to people/agencies interested in the organisation's work

Undertake any other duties commensurate with the post as determined by the Dispersed Accommodation Manager.

Social Conditions

This post requires the successful candidate to work flexibly as required to meet the needs of the service and client group. This may include occasional early evening and weekend working.

The organisation reserves the right to move staff to other sectors of the organisation as and when required so as to meet organisation requirements.

The job description is issued as a guide to the main duties and responsibilities of the post; it is not intended to be definitive.

Physical Conditions

A substantive amount of the post role involves lone working, working individually with clients in their accommodation. Beacon has Lone Working procedures and practices that staff members are required to adhere to, to ensure their safety.

Some light lifting and cleaning of rooms may be required.

Qualifications

- A qualification in childcare/child development, health & social care, or a related professional qualification equivalent NVQ 3 level 3 preferred

Special Requirements

Beacon requires applicants to disclose all criminal convictions and cautions; no matter how long ago they occurred and regardless of whether the offences were committed as a juvenile or adult. The organisation undertakes an Enhanced Disclosure & Barring Service (DBS) check for all successful candidates and a confirmed offer of employment is dependent upon a satisfactory response from the DBS.

Written: December 2023



**PERSON SPECIFICATION
HOUSING SUPPORT WORKER
DISPERSED ACCOMMODATION**

Detailed below are the essential and desirable criteria required of applicants for the above post. The "Essential Requirements" indicate the minimum requirements, whilst the "Desirable Requirements" are additional attributes to enable the applicant to perform the duties of the post more effectively, or with little or no training. They are not essential but may be used to distinguish between acceptable candidates

ESSENTIAL REQUIREMENTS

- Hold a current full driving licence and have access to a car.
- Professional experience of working with children, young people and their families, including up-to-date knowledge and experience of safeguarding issues, risk and safety management and procedures and networks and support for pregnant women and families

Experience

- Demonstrable experience of family support work
- Knowledge and understanding of integrated working practices and the range of services and agencies to involve incl. Health, Education and Social Care. Experience of working as part of a multidisciplinary team, information sharing protocols and commitment to reflective practice and effective supervision.
- Excellent assessment skills, with the ability to produce effective outcome focused plans for families with multiple disadvantages
- Ability to evidence outcomes incl. use of case studies, data analysis and feedback an understanding of the impact of discrimination and social exclusion on the lives of children and families and how this can be addressed
- support clients to achieve individual goals in line with tailor made support plans.
- Work co-productively with clients and other partners/agencies to provide an appropriate responsive service.
- Housing management e.g., familiar with Housing Benefit issues, voids management, tenancy agreements and re-housing processes
- Experience of working effectively with clients with complex needs

Skills

- Good written and verbal communication skills incorporating the ability to communicate with people, children and young people
- Ability to use a computer, particularly Word and Outlook
- An understanding of the need for confidentiality and data protection when dealing with confidential information
- Ability to undertake comprehensive risk, safety & need assessments based on needs and minimize risk to self and others.
- Ability to respond appropriately to conflict and challenging behaviour
- Adhere to and work within policies and procedures
- To work effectively as part of a team and support other workers. Also be able to access and effectively update an electronic recording and monitoring system for client record keeping.

Knowledge

- A good understanding of the developmental needs of children & young people and of parenting, and a solid understanding of mental health and disability issues, drug and alcohol use, domestic violence and poverty and the way these impact on children and family life
- Demonstrable knowledge and understanding of Set Child Protection procedures and Working Together to Safeguard Children and ability to work in accordance with local and organisational Child Protection and Adult Safeguarding policies and procedures
- Ensure individual practice meets Beacon performance standards and contracted funding requirements.

Behavioural and Other Job-Related Characteristics

- Demonstrate a respectful, supportive attitude to clients
- Demonstrate a care and understanding of the needs of children and families
- Understanding of the diverse needs of individuals and be able to treat everyone fairly and equally
- Committed to empowering clients to become involved in the organisation and its surrounding community.
- Able to plan, organise and undertake own workload appropriately
- Enthusiastic, reliable, motivated, and resilient (calm under pressure)
- Understand, establish and be committed to professional boundaries
- Committed to own learning and development and new ways of working
- Demonstrate commitment to the organisation's values and aims
- Able to work flexibly to meet the needs of the clients and the service

DESIRABLE REQUIREMENTS**Qualifications**

- A qualification in childcare/child development, health & social care, or a related professional qualification equivalent NVQ 3 level 3 preferred

Written: December 203



Guidance Notes on Completing The Application Form

Important – Please Read Carefully

Guidance Notes On Completing The Application Form

You are advised to read the following notes carefully as, the decision to shortlist you for interview will be based solely on the information you provide in the Application Form.

Safeguarding Statement

Beacon TLA is fully committed to safeguarding and promoting the wellbeing of all children, young people and adults. TLA will take all reasonable steps to promote safe practice and protect children, young people and adults from harm, abuse and exploitation.

Examine the job pack

All Job Information Packs for the posts with TLA contain:

- Relevant Job Description and Employee Specification
- Application Form
- Equal Opportunities Monitoring Form
- Guidance notes on completing the Application Form

Equal Opportunities

Beacon TLA is committed to treating our staff, fairly. We ensure that we do not discriminate against people because of age, ethnic or national origin, nationality, race, religious belief, gender, marital status, sexuality, responsibility for dependents, impairment, trade union or political activity, and any other disadvantaged group.

Disabled Applicants

A disability or health problem does not preclude prospective applicants from consideration for a job and applications are encouraged from disabled people. Disabled applicants who meet the essential criteria of a vacant post are guaranteed an interview. If you are successful in gaining an interview for a post you are asked to inform us of any arrangements, which may need to be made in order for you to attend an interview.

Canvassing

You must not canvass existing staff members of TLA in relation to your application. This means you must not seek the support of existing staff members when completing your application form or attempt to ask them to influence the decision – if you do, you will be disqualified

Criminal Convictions

Under the terms of the Rehabilitation of Offenders Act 1974, all of TLA's jobs are classed as those for which applicants must declare all criminal convictions/cautions regardless of whether or not they are spent.

Presentation

- Use a **black pen** or type your Application Form so it can be photocopied;
- Do **not** attach more than **one** additional sheet to the Application Form. More than one additional sheet will be discarded at the short listing stage;
- Check spelling and ensure you have answered every question;
- Remember to sign the Application Form to declare that the information you have provided is accurate;
- Keep a copy of the Application Form for reference;
- Make sure that you send the form to the correct address;
- Make sure your Application Form arrives before the closing date, as TLA does not accept late applications.

Completing the Application Form

General

Make sure that you read the Application Form fully before you write anything. Write out your Application Form in rough first to help you organise your thoughts. Ensure the information you provide is accurate. Applicants who conceal or misrepresent relevant information at any stage during the recruitment process are liable for disqualification.

Employment Experience

Complete this section as fully as possible giving exact dates. When you cannot remember specific dates, provide as good an indication of the time involved as possible.

Qualifications

Where specific qualifications are required for the position, this will be included in the Job Description and Employee Specification. You should complete this section giving details of relevant examination results and grades. If your application is successful, you will be required to provide verification of these qualifications at interview.

CV's are not accepted.

Information In Support of Application

- Please read the Job Description and Employee Specification carefully, so you understand what the position involves.
- Ask yourself why you are interested in the position, for example would it be a promotion or alternatively a good career move sideways to broaden your experience?
- Do not simply repeat your career history. Pick out the competencies required by the Job Description and Employee Specification and provide evidence that you possess them on the Application Form.
- Applicants declaring a disability may submit more than two additional sheets, and, therefore, provide additional information in order that consideration may be given to reasonable adjustments.
- Please note that applicants will only be short listed if they demonstrate that they meet the essential requirements of the employee specification that can be assessed from the application form. Please ensure that you address all areas of the employee specification.
- You must therefore give evidence, which shows how you meet the specification. If the specification states "able to use initiative and work unsupervised" it will not

be sufficient to say “I can work unsupervised and show initiative” you must quote examples of your work/life which demonstrate these attributes.

- Mention any relevant experience you have acquired outside work, such as community voluntary or leisure interests.
- Above all, gear your application to this specific job.
- Internal applicants must not assume any prior knowledge by the recruitment panel and must give full details.

Employee Information

The following is some useful information, which should answer a few questions you may have about working with TLA.

Annual Leave

The annual leave period runs from 1 April to 31 March. The annual leave entitlement is 25 days, rising to 30 days after 2 years with a pro rata entitlement for part time staff and the current year.

In addition workers normally receive statutory bank holiday.

Part time workers receive a pro-rata entitlement.

Pay

You will be paid monthly by Direct Credit into your Bank or Building Society on 15th of every month. Where the 15th falls on a Saturday or Sunday you will be paid on the proceeding Friday.

Pension

All employees are entitled to join Turning Lives Around Auto Enrolment Pension Scheme

Maternity Leave

In addition to the statutory provisions, Maternity Leave and pay are granted to those employees wishing to return to their own job after their leave.

Period of Notice

The period of notice you are required to give to terminate your employment is four weeks unless otherwise stated.

Bodyline Membership

TLA has a corporate membership of LCC's Bodyline gym, swimming pools and fitness classes, which gives a 20% reduction in memberships.

Probationary Period

All staff members undertake a 6-month probationary period of employment. Successful completion of this results in the worker being confirmed in post

Relatives of Members or Officers

Candidates for any appointment with TLA must disclose any relationship with a TLA staff member. Candidates who fail to do so shall be disqualified from appointment. Recruitment and Panel members are also required to disclose any relationship known to exist with a candidate for an appointment.

EAP

As a Mindful Employer TLA offers Employee Assistant Programme where free confidential counselling and support service is available for all employees.

DBS Checks

All employees will be required to have a satisfactory Enhanced DBS check undertaken prior to being confirmed in post.

References

Two references will be requested for the preferred candidate following interview. One should be from your current/most recent employer. TLA reserves the right to undertake further checks on references regarding information provided at interview.

Protection of Children Act 1989 & 2004 and the Criminal Justice and Court Services Act 2000

It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or include on lists of people considered unsuitable for such work held by the Department of Education and Employment and the Department of Health. It is also an offence for people convicted of such offences to apply for work with young people.

Rehabilitation of Offenders Act 1974

Under the above Act, candidates are required to give details of any convictions, which are not 'spent'. Failure to do so may render you liable to summary dismissal. If anyone is sentenced to more than 2½ years in prison then that conviction can never become 'spent'. It is the sentence imposed by the Court that counts (even if it is a suspended sentence). **Not** the time actually spent in prison.

Data Protection

We are required under the General Data Protection Regulation 2018, to inform you that details of your name, address and the post applied for will be held on computer to facilitate the recruitment process and that information you provide on the Equal Opportunities page will also be held in order to monitor the effectiveness of our policies.



For occupations in social care, the law expects you to declare all convictions, even if they are spent.

RECRUITMENT AND SELECTION APPEAL PROCEDURE

Beacon aims to ensure that its recruitment and selection procedures are both fair and transparent.

If you feel that your application has been discriminated against, or that the selection procedure has been unfair or biased against either your application form or your performance at interview, you have the right to complain.

Please state the nature of your complaint below. Beacon will aim to respond to your complaint within 5 working days of receipt.

Name:		Post applied for:	
Address:			
Grounds of complaint			
Signature:		Date:	