



**JOB DESCRIPTION  
HOUSING SUPPORT WORKER  
DISPERSED ACCOMMODATION**

**SALARY:** £20,272.77 per annum  
**LOCATION:** Leeds  
**HOURS:** 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)**

**Purpose of the post:**

To provide flexible, focused and short term housing related support to clients 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.

**Duties & Responsibilities**

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

Work at all times 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 organisations 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 at all times

Represent the organisation in a positive manner at all times

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 adhered to at all times

Operate within the aims, policies and practices of the organisation at all times 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 so as to ensure their safety.

Some light lifting and cleaning of rooms may be required.

### **Qualifications**

A Level 3 IAG qualification or NVQ in Housing, Health & Social Care or equivalent is desirable.

### **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 2017, Amended January 2018, Amended February 2019  
Review Date: By January 2020



**BEACON**  
**LEEDS** Supported Housing  
for Brighter Futures



**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.

**Experience**

- Working with vulnerable people in either a paid or voluntary capacity
- 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
- 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 & need assessments based on needs and minimise 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**

- The issues relating to homelessness and vulnerability
- Have a good understanding of and commitment to ensuring people are safe from abuse and harm and act upon any safeguarding concern appropriately.
- Ensure individual practice meets Beacon performance standards and contracted funding requirements.

**Behavioural and Other Job Related Characteristics**

- Demonstrate a respectful, supportive attitude to clients
- 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 relevant academic or vocational qualification e.g. in Social Work, IAG or an NVQ in Housing, Health and Social Care Level 2/3 or equivalent.

Written: December 2017, Amended January 2018, Amended February 2019  
Review Date: By January 2020



## 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 15<sup>th</sup> of every month. Where the 15<sup>th</sup> 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.

### CIC- 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.

### 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.

### Flowerpots Nursery

Reduced fee childcare is available at the Flowerpots Day Nursery for all TLA staff

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.

<b>Name:</b>		<b>Post applied for:</b>	
<b>Address:</b>			
<b>Grounds of complaint</b>			
<b>Signature:</b>		<b>Date:</b>	