

Job Description

Job Title	: Evening and Weekend Support Worker
Responsible to	: Team Leader
Responsible for	: N/A
Hours	: 22.5 per week
Salary	: £17,075.68
Leave	: 25 days rising to 30 days after 2 years pro rata

Outline of Post

Turning Lives Around is part of a consortium delivering the Our Way Leeds service; a housing related support service for vulnerable young people, aged 16-25, including those leaving care who are moving into independent living for the first time. The service is regulated by Ofsted. The consortium has GIPSIL as the lead provider, alongside Turning Lives Around and Inspire North.

Support workers work under the guidance of the Registered Service Manager and team leaders within Ofsted's regulatory framework, to support young people's individual needs, maximise independence and work towards successful move-on into independent living.

This post is for an Evening & Weekend Support Worker in the Core & Cluster service, consisting of a four-bed shared property with a staff office on site, and 11 units in the nearby community.

The role of Evening & Weekend Support Worker is key to providing high-quality support for our young people and ensuring that risk and safeguarding issues are addressed.

Evening & Weekend Support Workers work directly with young people to provide support in young people's homes and in the community, with a focus on group work and social activities to support young people's wellbeing. One of the key principles of service delivery and Ofsted regulation is that the voice of young people is central to the planning and delivery of effective support.

The Core & Cluster service operates 24 hours a day, 7 days a week. An example of the rota for the evening & weekend support worker post can be found below.

2 evening shifts per week plus 2 weekend shifts per fortnight = 43 hours per fortnight with 1 hour per week towards supervision/training/meetings outside of standard rota hours. Please note the rota shown below is an example. Weekend shifts will be fixed and the days of weekday shifts may vary.

Day of week:	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Week 1	17:00-22:00	17:00-22:00	off	off	off	7:45-20:15	7:45-20:15	off	off	17:00-22:00	17:00-22:00	off	off	off

Please note this job description is intended to provide a guide to the general duties and responsibilities of the role. The post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Turning Lives Around and the Our Way Leeds Partnership.

Main Responsibilities

1. Develop positive and collaborative relationships with young people, partner agencies and external agencies, including relationships with colleagues across the OWL consortium, social workers, leaving care teams and other statutory and voluntary services.
2. To liaise and build supportive relationships with a young person's family as appropriate.
3. Support young people to work towards their goals as outlined in their support plan and to work positively with young people around issues such as poor motivation and low expectations/aspirations/emotional support/confidence building.
4. To work restoratively with the young person to address challenging behaviour and give feedback on successes.
5. To work in a manner that reflects the professional boundaries of the role.
6. Support young people to develop their independent living skills and manage their tenancy, such as practical help with cooking, budgeting, paying rent and service charges, being a good neighbour and emotional support
7. Ensure all necessary records are properly maintained in line with policies and procedures on young person files, finance and administration in an accurate and timely manner.
8. Responding to emergencies and prioritising workload accordingly
9. Raise and manage safeguarding concerns as appropriate and act in accordance with OWL and Turning Lives Around safeguarding policies and procedures at all times.
10. Prepare and manage void accommodation in line with service targets
11. Support young people to move into accommodation and manage their tenancies and to assist with their move-on into independent accommodation, including ensuring the completion of applications to Leeds Homes.
12. Support events and organise activities, including those where young people can give feedback about the service offered to them.
13. Represent OWL in a professional manner upholding the values of the service at all times.
14. To take part in regular, reflective supervision and appraisals to ensure both the delivery of a high-quality service and personal and professional development, to attend any meetings deemed necessary by management, and to attend any required training that will increase knowledge and proficiency in your specified area of work.
15. To contribute to the effective monitoring and evaluation of OWL services ensuring all outcomes are evidenced.
16. To work within the organisational policies, procedures and values, including the organisation's Equality & Diversity Policy, promoting diversity and difference in all aspects of work.
17. You may be required to perform any other duties as the organisation may reasonably require. You undertake to work to the best of your ability and use your best endeavours to promote, develop and extend the group's business interests.

PERSON SPECIFICATION EVENING & WEEKEND SUPPORT WORKER

Approach	Essential	Desirable	Identified by: A=application I=interview E=exercise
Show respect in the work place and have a commitment to Equality and Diversity	X		A I
Be non-judgemental and be able to challenge discrimination.	X		A I
Provides a respectful and supportive attitude to service users.	X		A I
Can demonstrate a commitment to own professional development	X		A
To understand and display Professional Boundaries	X		A I
Awareness of trauma informed practice and restorative practice		X	A I

Knowledge & Skills			
Knowledge of child/adult protection and safeguarding issues	X		A I E
The ability to communicate clearly, both verbally and in writing, with service users, colleagues and external agencies	X		A I E
The ability to support service users who in addition to being homeless have other support needs.	X		A I E
The ability to support service users to identify need and risk and plan for positive goals and outcomes.		X	A I
To be able to respond appropriately to instances of challenging behaviour.	X		A I
The ability to work positively and effectively in a team.	X		A I E
Ability to use Microsoft packages to a basic	X		A

level e.g. word processing and spreadsheets			
Ability to network and develop rapport with others quickly and easily	X		A I
To have a current full driving licence, and access to a car for work purposes.		X	A
To have an awareness of the effects of homelessness and the impact of poor mental wellbeing	X		A I

Experience			
A minimum of one years' experience of working with vulnerable people in either a paid or voluntary capacity		X	A I
Experience of key working and support planning processes		X	A I
Worked in an environment where confidentiality is applied at a sensitive level	X		A I
Experience of working with a wide range of agencies to ensure positive outcomes.		X	A I
Previously worked in a supported housing provision		X	A I
Experience of organising and leading group activities, including an understanding of activity risk assessments		X	A I