

# Job Description

Position	Trainee Intensive Support Worker
Salary	£8.21p/h
Period of Employment	6 months, subject to periodic reviews
Hours/Days Required	25 hours per week spread over 5 days (Hours to be agreed with Placement Supervisor) plus 5 hours of personal development training
Placement Organisation	Turning Lives Around, 4 Ashbrooke Business Park, Parkside Lane, Leeds, LS11 5SF
Responsible to	Work Placement Supervisor and PATH Project Officer
How to Apply	Email CV and supporting statement to <a href="mailto:step@pathyorkshire.co.uk">step@pathyorkshire.co.uk</a> and include an eligibility check form/ application declaration form downloadable from the Vacancies Page of our website, <a href="http://www.pathyorkshire.co.uk">www.pathyorkshire.co.uk</a> .  DBS is required for this role.
Job Start Date	<b>Immediately</b>

## About the Placement Organisation

Turning Lives Around is a Leeds based charity established in 1977. We work with people who are homeless by providing supported accommodation and floating support in the form of emergency 24 hour hostels, small group homes, shared houses and single tenancies across Leeds. We provide 1-1 support; each person works closely with an individual keyworker to address any barriers preventing their move onto independent living. Our aim is to work towards a planned sustainable move on and to support people's well-being, integration into their local community and aspirations towards education, training and employment. Our target beneficiaries are;

- People aged 16+ who are homeless or at risk of homelessness
- People whose lives are chaotic due to complex needs or dependence on drugs and alcohol
- People who need support due to mental health issues
- People with a history of offending
- Women and children at risk due to domestic abuse and violence
- Care leavers and young people at risk

## Purpose of the Placement

This paid placement is funded through the STEPS programme and aims to support Leeds residents who are over 25 years old and long term unemployed (unemployed over 6 months and over) develop their confidence and work skills within diverse sectors with supportive employers within a 6 month fixed term period. \*Eligibility terms and conditions apply.

Participants will be working for 25 hours in a paid role. In addition they will be required to undertake 5 hours of paid personal development training which will include either volunteering within your paid placement or with another organisation or undertaking some training or courses.

## Work Skills Development Opportunity

### Service User Support

- To provide appropriate and high quality support to individuals in a range of ways that meet identified needs.
- Undertake a key worker role
- Undertake comprehensive risk and needs assessments, support plans and reviews with Service users centred on their needs. Devise support plans that will meet desired

outcomes.

- Support service users to achieve their individual goals in line with the service remit, with a key focus on maintaining their accommodation
- Help service users to gain the skills they need to live independently, develop resilience and to respond to and manage issues around their housing themselves.
- Promote positive approaches to Health and Wellbeing
- Understand 'duty of care' and take appropriate action at all times.
- Devise appropriate move on packages for those individuals who are ready to exit the service
- To ensure that service users are safe from harm and abuse at all times by adherence to and promotion of Beacon's safeguarding procedures.

The role is to work in the Beacon Leeds service with people who have been homeless and may have complex support needs.

Beacon provides supported housing in 3 communal environments and a variety of single and shared community accommodation throughout the city. The post holder will train to work with and support individuals living in this accommodation to develop the skills they need to help them move on from the service and into their own independent tenancies. The work also involves supporting people to undertake meaningful occupation such as employment, education and training or volunteering.

The post holder will work as part of a team of support workers providing support to a people living in an Intensive Support Environment (ISE). Acting as keyworker to a small caseload of clients the intensive support worker will agree the goals their client wishes to achieve and will work with the client to develop the support plan needed to achieve these goals. Full training in all aspects of needs and risk assessment, support planning and risk management will be given.

### **Personal Development**

**Further training** and experiences may be gained as appropriate.

# SELECTION CRITERIA

The ESSENTIAL CRITERIA are those criteria that you must meet in order for you to be considered or given a chance for an interview.

The DESIRABLE CRITERIA are not necessary for you to meet but if you indeed do so, they can be considered an advantage that you have over other applicants who also met the essential criteria.

**IMPORTANT: Use these selection criteria to guide your answers in the COMPETENCY STATEMENT section of the PATH STEP Application Form.**

<b>SKILLS &amp; COMPETENCIES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Have good communication, team working, interpersonal and organisational skills;	x		Application & Interview
Excellent organisational skills including time management, planning and working under own initiative	x		Application & Interview
Good level Numeracy and written, literacy and verbal communication skills	x		Application & Interview
Have a passion for working with people and communicate effectively with people	x		Application & Interview
Ability to work independently, meet deadlines and priorities	x		Application & Interview
Ability to work to policies and procedures	x		Application & Interview
Ability to use a computer, particularly Word and Outlook	x		Application & Interview
An understanding of the need for confidentiality and data protection when dealing with confidential information	x		Application & Interview
Ability to respond appropriately to conflict and challenging behaviour	x		Application & Interview
Ability to quickly prepare empty rooms for re-letting	x		Application & Interview
<b>KNOWLEDGE &amp; EXPERIENCES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Basic knowledge of supported housing and of the needs of homeless people		x	Application & Interview
Working with vulnerable people in either a paid or voluntary capacity		x	Application & Interview
Working effectively with voluntary and statutory agencies		x	Application & Interview
<b>BEHAVIOURAL &amp; VALUES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Work in accordance with organisational policies and procedures of Path Yorkshire and Turning Lives Around	x		Application & Interview
Pro-active approach to work	x		Application & Interview
A positive flexible attitude to work	x		Application & Interview
Enthusiasm and commitment and non-judgemental approach to working with hard to reach and complex needs clients	x		Application & Interview
A commitment to safeguarding people	x		Application & Interview
Be self motivated and confident and have the ability to build positive relationships quickly	x		Application & Interview
The ability to work a rota that includes working shifts between the hours of 7am and 9pm on weekdays, weekends and bank holidays	x		Application & Interview

## Disclaimer

- Your contract of employment will cease at the end of the 26 weeks
- Benefits may be affected as this placement will be classed as paid employment

## RISK ASSESSMENT OF THE TRAINING POSITION

### A. CLIENT GROUPS, the trainee will work with

General Public

Factory Work

Other Agencies

Children

People with learning difficulties

Clients in their own home resident or hostel

### B. PHYSICAL CONDITIONS:

#### 1. Work is conducted in the main

Indoors

Outdoors

Sitting

Standing

Walking

Office Accommodation

#### 2. The training will involve

Lone Working

Working out on the Estate

Working underground

Climbing

Working on the Counter

Working in Void Properties

Bending

Manual Handling tasks

Working in confined spaces

Stretching

Working at Heights

Contact with discarded needles

Driving

Potentially working in a smoking environment

Cash Handling

Use of Display Screen Equipment

### C. CONTROLS TO MINIMISE HAZARDS

The following specialist equipment will be provided for the traineeship.

Personal Protective Equipment	n/a
Protective Clothing	n/a
Type of Vehicle (other than car)	n/a
Other equipment used	n/a

To control the hazards identified by this assessment, we are committed to providing Induction Health & Safety training plus further detailed training as appropriate to the post.

**We want all our trainees to work in safe and healthy conditions. In accordance with health and safety legislation – all trainees have a duty to act responsibly and to do everything they can to prevent injury and ill health to themselves, work colleagues and others.**