



The **Benjamin** Foundation

Welcome to The Benjamin Foundation

Thank you for expressing an interest in our vacancy for a Support Worker in Kings Lynn.

More information about the position, including a Job Description and Job Specification are enclosed. If you would like to find out more information about the service, please take a look at our website www.benjaminfoundation.co.uk/jobs

If you have any questions regarding the vacancy, please contact the HR Department on 01603 886925/886951 or email recruitment@benjaminfoundation.co.uk

Please return your completed applications by email to:-

recruitment@benjaminfoundation.co.uk

Or by post to:

HR Department
The Benjamin Foundation
23-27 St Andrews Street
Norwich
NR2 4TP



The **Benjamin** Foundation

Support Worker
Butterfly House – Kings Lynn
Part Time – 27 hours plus 1 sleep in per week
£12,958.92 per annum (£9.23 per hour)
(sleep ins will be paid in addition)
This position includes evenings and weekends

Are you looking for an exciting new challenge to work within a charity that provides support to young people?

The Benjamin Foundation was founded in 1994 helps around 2,000 people per year through difficult times by providing them with hope, opportunity, stability and independence. Butterfly House provides supported accommodation for vulnerable young people aged between 16 and 24 years old, including those with learning difficulties.

Our staff team is on site 24/7 to look after the well-being of the residents, help them to make the most of their stay, ensure they feel safe, benefit from their studies, and to support them with any other aspects of their life.

Activities are planned with residents to help them socialise with each other, develop new skills and pick up new hobbies. Our goal is that the residents leave us as more independent people better prepared for the next steps in their life.

The Benjamin Foundation is committed to safeguarding and promoting the welfare of young people. An enhanced DBS check will be required for successful applicants.

The Benjamin Foundation embeds the Nurtured Heart Approach[®] which creates strong and improved relationships by focusing on positive behaviour rather than energising negativity, providing clear rules and consequences, creating an environment in which people thrive.

To apply, visit <http://benjaminfoundation.co.uk/jobs>
OR email recruitment@benjaminfoundation.co.uk
Tel: 01603 886925/886951

Closing Date: Monday 18th February 12.00pm
Interview Date: Monday 4th March (Kings Lynn)



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Support Worker

Job description

Job title:	Young People's Support Worker
Employer:	The Benjamin Foundation
Location:	Butterfly House- Kings Lynn
Contract:	Permanent part time
Salary:	£12,958.92 per annum/£9.23 per hour
Hours of work:	27 hours plus 1 sleep in (sleep in to be paid in addition)
Department:	Children and Young People
Reporting to:	Butterfly House Manager

Job purpose

1. To provide a full housing management service to ensure the accommodation provided at Butterfly House is fit for purpose, ensuring resident young people receive high quality, appropriate support and accommodation helping them move to independent living
2. To work as a team to provide staff cover at Butterfly House 24/7 all year round
3. To support residents both as a group and when required 1:1
4. To support the future development and sustainability of the Butterfly House Accommodation Service
- 5.

Main duties

General

1. To ensure Butterfly House meets the accommodation needs of the residents
2. To work as a team which ensures Butterfly House is a safe and healthy environment for residents and staff
3. To support a programme of activities that will help develop independent living skills in the resident young people
4. To work to support agreed quality standards
5. To participate in regular personal review meetings and appraisals as agreed with the service Manager
6. To make a contribution to team meetings as appropriate
7. Participate in the induction of all new residents, staff and/or volunteers



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Service Delivery

1. Be empathetic and responsive to the needs of young people and their families
2. Maintain confidentiality with regards to children/young people and their families when necessary
3. To work with young people to help them achieve the aims set in their support plans including but not exclusively; help with benefits, personal financial management, social skills and activities, relationships, health and well-being
4. To ensure Butterfly House is an inclusive, friendly and kind place for all who live there
5. Recognise and use appropriate professional boundaries across the setting
6. To ensure that good quality records are maintained as required

Development

1. To ensure that the service provided by The Benjamin Foundation is developed by a commitment to continual improvement and quality assurance
2. To undertake personal development and attend any relevant training

Internal Processes and Systems

1. Ensuring all policies, regulations and standards of operation are complied with
2. To work with the Manager to ensure high standards of health and safety are maintained and appropriate risk assessments are undertaken

Other

1. To maintain key relationships to high standards at all times
2. To attend and report to relevant meetings both within and beyond The Benjamin Foundation
3. To undertake such other duties as may be delegated or assigned commensurate with the level of grading and role of the post
4. To develop a positive and supportive relationship with the staff team

The Benjamin Foundation fully embeds the Nurtured Heart Approach in all that it does and staff will adopt this approach as part of their practice.

The Benjamin Foundation reserves the right to alter the content of this job description following consultation, to reflect changes to the job or services provided without altering the general character or level of responsibility.

This post is subject to a full and satisfactory DBS disclosure.

Name of Job Holder:

Signed Job Holder:

Date:

Name of Line Manager:

Signed Line Manager:

Date:



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Support Worker Person Specification

Criteria	Details	Essential	Desirable	Assessed
Qualifications	Formal qualification in working with children and young people	●		Certificate Application
Experience	Experience of working in a referrals based service or similar		●	Application References
	Experience of working with LD / vulnerable young people	●		Application Interview References
Knowledge & Skills	A good working knowledge of the needs of young people from and LD / vulnerable background	●		Application Interview References
	An understanding of the needs of a managed supported housing provision	●		Interview
Personal Qualities	Hard working, flexible & able to demonstrate common sense	●		Interview Reference
<i>Positive</i>	The personality & ability to relate to young people	●		Interview Reference
<i>Quality</i>	A determination to provide a high quality of service	●		Interview Reference
<i>Supportive</i>	A Supportive team member who is able to relate to other members of the team	●		Interview References
<i>Attuned to others</i>	Able to effectively support young people with a range of complex needs	●		Interview
<i>Sensitive</i>	Willing to talk to residents about the wide ranging issues that may be concerning them	●		Interview
<i>Level Headed</i>	The ability to work under pressure and remain calm in stressful situations	●		Interview
<i>Broad minded</i>	Not easily shocked and able to support young people in making a range of life choices	●		Interview
<i>Responsive</i>	Ability to respond quickly and with flexibility to the needs and priorities of individuals	●		Interview Reference
<i>Honest</i>	Honest and Fair	●		Interview
	The ability to work to ensure the safety of staff, volunteers &	●		Interview References



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<i>Safety</i>	service users			
<i>Communication</i>	An ability to communicate clearly & effectively via email, telephone & face to face	•		Interview
<i>Independent</i>	An ability to think independently & work without constant supervision & micro management	•		Interview References
	Able to confidently make decisions regarding day to day matters & be accountable for these decisions	•		Interview
<i>Nurturing</i>	Commitment to using the Nurtured Heart Approach [®] and ensuring other use it	•		Application Interview
Additional	The willingness to contribute to the wider Benjamin Foundation success story	•		Interview
	An interest in the long term development of the service working within detailed work plans & objectives	•		Interview
	Commitment to equality and diversity policy of The Benjamin Foundation	•		Interview
	A clean Driving Licence and access to a suitably maintained and insured vehicle		•	Application Copy of DL & insurance certificate
	A willingness to undertake training appropriate to the post	•		Interview
	A sense of humour	•		Interview