



The **Benjamin** Foundation

Welcome to The Benjamin Foundation

Thank you for expressing an interest in our vacancy for a Full Time Support Worker (LAC) in Norwich.

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

Young People's Support Worker (LAC)
Full Time – £17,526.00 per annum (£9.63 per hour)
35 hrs per week to be worked flexibly – On Call
(sleep ins will be paid in addition)

These positions include some sleep in responsibilities on a rota basis

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. Linden House provides a safe home and support for young people aged 16-18. 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 886925/886922

Closing Date: Tuesday 2nd April 2019 (noon)
Interview Date: Monday 15th April 2019 (Norwich)



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Young People's Support Worker (LAC)

Job description

Job title:	Young People's Support Worker – Specialist LAC / Sessional Young People's Support Worker
Employer:	The Benjamin Foundation
Location:	Linden House – Norwich
Contract:	Full Time - Permanent
Salary:	£17,526.00 per annum (£9.63 per hour) Sleep ins will be paid in addition
Hours of work:	35 hours plus 2 sleep ins per week (average on a rota basis)
Department:	Housing and Homelessness (LAC)
Reporting to:	Multi-Services Manager (LAC)

Job purpose

1. To support the young people at Linden House in their transition to independence
2. To input into young people's pathway plans, statutory reviews and Education, Health Care Plans
3. To support young people with practical independent living skills
4. To provide advocacy for young people at Linden House
5. To fulfil key work responsibilities
6. To provide effective support and assessment of young people at Linden House Centre to ensure the best outcomes for young people accessing the service are achieved
To work in accordance with quality assessment and monitoring frameworks for the service including The Monitoring Evaluation Review (MER), The Benjamin Foundations Client Management System (CMS) and Quality Assessment Framework (QAF)
7. To work in compliance with legislative, regulatory requirements i.e. Children's Act 1989, The Children (leaving Care) Act (2000), Working Together 2013
8. To safeguard the young people that use the Linden House service



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Main duties

General

1. To represent Linden House to outside agencies and community groups where required
2. To work in accordance with the assessment tools used at the service including The Monitoring Evaluation Review (MER), The Benjamin Foundations Client Management System (CMS) and Quality Assessment Framework (QAF)
3. To contribute to the efficient and effective running of Linden House
4. To work in ways that actively promotes equality and diversity within Linden House with regard to both colleagues and young people
5. To develop and maintain relationships with key agencies and ensure compliance with the statutory frameworks they work in
6. To help ensure strong partnership links and working relationship with a range of housing provision in Norwich and further afield
7. To liaise where appropriate with Norfolk Children Services Department, Housing, Health and Education and any other appropriate professionals to achieve the best possible outcomes for the young people
8. To maintain key relationships to high standards at all times
9. To promote the wellbeing of the young people
10. To carry out regular cleanliness, hygiene and health checks at Linden House in accordance with instruction from the Linden House Service Manager
11. To fulfil housing management responsibilities i.e. organising of maintenance, cyclical checks and repairs within the service

Staff

12. To develop a positive and supportive relationship with the staff team

Administration

13. To contribute to a comprehensive risk assessment process that promotes the safety and security of the young people at Linden House
14. To provide support with regular monthly monitoring requirements
15. To maintain good professional practice within Linden House in accordance with the centres policies and procedures, statutory and legislative requirements
16. To ensure that good quality records are maintained as required with supervision and advice from the Service Manager
17. To participate in the development, implementation and monitoring of individual support plans and assessments
18. To ensure compliance with all statutory, legislative requirements and policies and procedures in place at Linden House
19. To undertake 'sleep in' duties on a rota basis
20. To fulfil on call responsibilities one in every four weeks (average) on a rota basis
21. To attend planning meetings as required
22. To maintain and work in accordance with The Benjamin Foundations confidentiality policy at all times
23. To maintain an environment that promotes positive acceptable behaviour
24. To embed the culture and ethos of The Benjamin Foundation
25. To undertake such other duties as may be delegated or assigned commensurate with the level of grading and role of the post



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Development

26. To attend staff meetings and regular supervision and annual appraisals when required
27. To undertake personal development and attend any relevant training.

Young People

1. To develop a positive and supportive relationship with the young people who are resident at Linden House
2. To ensure service user involvement is embedded in the Service
3. To support and embed The Nurtured Heart Approach
4. To engage in the effective delivery of support to the young people at Linden House including key work responsibilities and contributing to children and young peoples individual housing pathways
5. To provide individualised support and guidance to the key worked child and young person, regularly making time available for this in a positive and creative way.
6. To support service users to access information, advice and help from appropriate external services
7. To support and empower service users in establishing and maintaining social support networks, including their families where appropriate
8. To support with developing independent living skills through help, advice and training including reducing debts, maximising income and financial capacity and developing structures and personal planning abilities
9. To moderate antisocial behaviour including signposting to appropriate help and advice
10. To support access to education, employment, training and volunteering
11. To empower service users to engage in the community and positive activities
12. To safeguard the young people at Linden House from threat to their health, well being and development, both internally within the centre and externally
13. To ensure that the specific needs of young people are met including religious observance and culturally significant activities
14. To develop and maintain good working relationships with young people's Family members, Social Workers and other professionals
15. To contribute to the support of the education progress of the young people at Linden House through supporting them in their education environment, providing activities and interests that will stimulate educational attainment, encouraging and supporting the educational achievements of all
16. To contribute to the planning and delivery of social and leisure activities that reflects the interests, abilities and needs of young people at Linden House.
17. To help teach day to day practical independent living skills e.g. budgeting, cooking, self care to help the children and young people prepare for independent living
18. To be familiar with young people's support plans, pathway plans and risk assessments and ensure that their requirements are carried out in the day to day support of the young people
19. To help maintain a positive and nurturing environment within Linden House that is sensitive to the needs of the young people
20. To use Outcome Tools (including teen star & homeless star), CMS, QAF and MER in assessing young people's progress and well being

Other

1. To adhere to the organisations Health & Safety Policies and Procedures



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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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Young People's Support Worker Person Specification

Criteria	Details	Essential	Desirable	Assessed
Qualifications	Possess a relevant qualification in terms of working with children and young people e.g. NVQ Level 3/ Diploma in Children's and Young Persons Workforce		D	Certificate Application
Experience	A minimum of 2 years' experience working with homelessness or children/young people in a supported accommodation setting	E		Application Interview References
	Have experience of working within The Children's Act 1989 and specifically Section 17/20	E		Application Interview References
	Experience lone working with high need young people	E		Application Interview References
Knowledge & Skills	To be able to communicate with colleagues, external agencies and young people both verbally and in writing ensuring you conduct yourself in a professional manner, whilst maintaining the rules of confidentiality as appropriate	E		Application Interview
	To have a working knowledge of the Norfolk County Council, Childrens Services Housing Application Form (HAF) and the needs and risk assessment	E		Application Interview
	Have an understanding of The Childrens Act 1989 and specifically Section 17/20	E		Interview
	Ability to create and maintain a warm, caring, nurturing and homely environment and to contribute and take part in the day-to- day running of Linden House	E		Interview
	Ability to respond quickly and with flexibility to the needs and priorities of individuals and the	E		Interview



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	home			
	Ability to make rational, well thought out decisions and show initiative	E		Interview
	Ability to remain calm in stressful situations	E		Interview
	To work effectively with key agencies and partners	E		Interview
	The ability to communicate with the wider community	E		Interview
	A good understanding of appropriate Professional Boundaries	E		Interview Reference
	Good ICT skills, including the ability to formulate reports	E		Interview Reference
Personal Qualities <i>Positive</i>	The personality and ability to relate positively to young people	E		Interview Reference
<i>Responsive</i>	Ability to respond quickly and with flexibility to the needs and priorities of individuals	E		Interview Reference
<i>Independent</i>	An ability to think independently and work without constant supervision and micro management	E		Interview Reference
<i>Confident</i>	Being able to confidently make decisions regarding day to day matters and to be accountable for these decisions	E		Interview Reference
<i>Competent</i>	The ability to work under pressure and remain calm in stressful situations	E		Interview Reference
<i>Collaborative</i>	Ability to work collaboratively with the Manager, senior and other staff	E		Interview Reference
<i>Progressive</i>	An interest in the long term development of the service	E		Interview
<i>Resilience</i>	To deal with and the ability to overcome challenging situations whilst on duty	E		Interview
<i>Self-Control</i>	To take responsibility for one's own well being	E		Interview
<i>Kind and Warm</i>	Empathetic to young people's issues	E		Interview



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<i>Honesty and Integrity</i>	To always be a positive role model for young people at Linden House	E		Interview
<i>Nurturing</i>	Commitment to using the Nurtured Heart Approach [®] and ensuring other use it	E		Application Interview
Additional	The willingness to contribute to the wider Benjamin Foundation success story	E		Interview
	Commitment to equality and diversity policy of The Benjamin Foundation	E		Interview
	Current Driving Licence and access to a vehicle	E		Copy of DL and insurance certificate
	A willingness to undertake training appropriate to the post	E		Interview
	A sense of humour	E		Interview