



The **Benjamin** Foundation

Welcome to The Benjamin Foundation

Thank you for expressing an interest in our vacancy for a Part Time Support Worker in Fakenham.

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

Part Time – £16,636.88 per annum (£9.41 per hour)

34 hrs per week to be worked flexibly – On Call

(sleep ins will be paid in addition)

This position does 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. Steven Newing House is our supported accommodation centre in Fakenham for young single homeless people aged 16 – 25. 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: Thursday 18th April (9.00am)
Interview Date: Monday 29th April 2019 (Fakenham)



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Young People's Support Worker

Job description

Job title:	Young People's Support Worker
Employer:	The Benjamin Foundation
Location:	Steven Newing House
Contract:	Permanent, part time plus On-call
Salary:	£16,636.88 per annum (£9.41 per hour) plus On call allowance. Sleep ins will be paid in addition
Hours of work:	34 hours to be worked flexibly to meet the needs of the service – plus 2 sleep ins per week
Department:	Housing & Homelessness
Reporting to:	Multi Service Manager

Job purpose

1. To support young people in their journey to independence, providing advocacy and support and the necessary skills for living independently
2. To be part of a team that provides a 24/7 presence for homeless young people age 16 -24 and ensure they are safely accommodated
3. To be able to signpost and access services that help young people to manage areas of their lives which input on the ability to live independently

Main duties

1. To contribute to the efficient and effective running of the centre
2. To work in ways that actively promotes equality and diversity within Steven Newing House with regard to both colleagues and young people
3. To develop and maintain relationships with key agencies and ensure compliance with the statutory frameworks they work in
4. 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
5. To maintain key relationships to high standards at all times
6. To promote the well- being of the young people
7. To carry out regular cleanliness, hygiene and health checks at Steven Newing House in accordance with instruction from the Centre Manager



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Administration

8. To contribute to a comprehensive risk assessment process that promotes the safety and security of the young people at Steven Newing House
9. To provide training on Outcome Star individualised support plans with guidance from the centre manager
10. To participate in the implementation and monitoring of individual support plans
11. To ensure compliance with all statutory, legislative requirements and policies and procedures are in place at Steven Newing House
12. To undertake 'sleep in' duties depending on the service need
13. To attend planning meetings as required
14. To maintain and work in accordance with The Benjamin Foundations confidentiality policy at all times
15. To maintain an environment that promotes positive acceptable behaviour
16. To embed the culture and ethos of The Benjamin Foundation
17. To undertake such other duties as may be delegated or assigned commensurate with the level of grading and role of the post

Development

18. To develop a positive and supportive relationship with the Steven Newing House staff team
19. To attend staff meetings and regular supervision and annual appraisals when required
20. To undertake personal development and attend any relevant training

Clients

21. To develop a positive and supportive relationship with the young people who are resident at Steven Newing House
22. To ensure service user involvement is embedded in the Service
23. To support and embed The Nurtured Heart Approach
24. To engage in the effective delivery of support to the young people at Steven Newing House including key work responsibilities and contributing to children and young people's individual housing pathways
25. To support service users to access information, advice and help from appropriate external services
26. To support and empower service users in establishing and maintaining social support networks, including their families where appropriate
27. 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
28. To moderate antisocial behaviour including signposting to appropriate help and advice
29. To support access to education, employment, training and volunteering
30. To empower service users to engage in the community and positive activities
31. To safeguard the young people at Steven Newing House from threat to their health, well-being and development, both internally within the centre and externally
32. To ensure that the specific needs of young people are met including religious observance and culturally significant activities



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33. To develop and maintain good working relationships with young people's Family members, Social Workers and other professionals
34. To contribute to the support of the education progress of the young people at Steven Newing 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
35. To contribute to the planning and delivery of social and leisure activities that reflects the interests, abilities and needs of young people at Steven Newing House
36. To help teach day to day practical independent living skills eg budgeting, cooking, self-care to help the children and young people prepare for independent living
- 37.** To be familiar with young people's support plans and risk assessments and ensure that their requirements are carried out in the day to day support of the young people
38. To help maintain a positive and nurturing environment within Steven Newing House that is sensitive to the needs of the young people
39. To use Outcome Tools (including teen star & homeless star) in assessing young people's progress and well being

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	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



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<i>Safety</i>	The ability to work to ensure the safety of staff, volunteers & service users	•		Interview References
<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