



The **Benjamin** Foundation

Welcome to The Benjamin Foundation

Thank you for expressing an interest in our vacancy for a Sessional Support Worker (CIC) in Ipswich/Stowmarket.

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 886922/886951 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



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Sessional Young People's Support Worker (CIC) Ipswich/Stowmarket

(£9.63 per hour)

Zero hours to be worked flexibly

(sleep ins are paid in addition to the hourly rate)

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. Our Suffolk supported accommodation homes are staffed 24 hours a day, seven days a week for young people with high, specialist needs. 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: Wednesday 25th September 2019 (noon)

Interview Date: Monday 7th October 2019 (Ipswich)



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Sessional Young People's Support Worker (CIC)

Job description

Job title:	Sessional Young People's Support Worker (CIC)
Employer:	The Benjamin Foundation
Location:	Suffolk
Contract:	Sessional (Zero Hours)
Salary:	£9.63 per hour
Hours of work:	Zero hour, will vary
Department:	Housing and Homelessness (CIC)
Reporting to:	Multi Service Manager / Senior Support Worker

Job purpose

1. To support young people with high and specialist needs in the journey to independence, providing advocacy and support and the necessary skills for living independently
2. To support young people with high and specialist needs to enable them to identify their goals in terms of future housing and employment/education/training
3. To signpost and access service that help young people to manage areas of their lives which impact on the ability to live independently
4. To safeguard the young people that are accommodated within the service
5. To work in compliance with legislative, regulatory requirements i.e. Children Act 1989, The Children (Leaving Care) Act 2000, Working Together 2013, Children and Families Act 2014
6. To work in accordance with strategic requirements
7. To ensure consistent, high quality delivery of the service
8. To work as part of a team covering all CIC services



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Main duties

General

1. To work within the frameworks of the service including The Benjamin Foundations Client Management System (CMS)
2. To maintain good professional practice working in accordance with the service's policies and procedures, statutory and legislative requirements
3. To represent the service to outside agencies and community groups where required
4. To develop and maintain relationships with key agencies to high standards at all time and ensure compliance with the statutory frameworks they work in
5. To ensure strong partnership links and working relationships with Local Council, Housing Associations, Health and Educational services, and any other appropriate professionals, to achieve the best possible outcomes for the young people accommodated within the service
6. To liaise where appropriate with Suffolk Children's Services Department.
7. To promote the well- being of the young people accommodated within the CIC services
8. To maintain an environment that promotes positive acceptable behaviour
9. To work in a way that actively promotes equality and diversity
10. To embed the culture and ethos of The Benjamin Foundation
11. To maintain and work in accordance with The Benjamin Foundation's confidentiality policy at all times
12. To undertake such other duties as may be delegated or assigned commensurate with the level of grading and role of the post

Staff

1. To develop a positive and supportive relationship with the staff team
2. Commitment to ensuring staff use the Nurtured Heart Approach[®] in their work

Administration

1. To ensure that good quality records are maintained as required
2. To participate in the development, implementation and monitoring of individual support plans and assessments
3. To ensure the young people's support plans, pathway plans and risk assessments are carried out in the day-to-day support of the young people

Development

1. To be involved in recruitment, appointment and induction of staff
2. To represent the service at multi-agency conferences and networking opportunities
3. To develop and maintain relationships with Children's Services
4. To undertake personal development and attend any relevant training

Young People

1. To develop a positive and supportive relationship with the young people accommodated within the service
2. To attend meetings, CIC Reviews and placement meetings as required



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3. To input into young people's Pathway plan, statutory reviews and Education, Health and Care Plans (EHCP)
4. To ensure service user involvement is embedded in the service
5. To help maintain a positive and nurturing environment that is sensitive to the needs of the young people
6. To use Outcome Tools (including Young Person's Star and CMS) in assessing young people's progress and well being
7. To support the young person to access and registration with health services
8. To support the young person to conduct healthy relationships with family, friends and staff by pro-social modelling and restorative intervention where necessary
9. To support with offending and addressing criminogenic behaviours
10. To support the young person to relate to their ethnic and cultural backgrounds
11. To support the young person with their sexuality
12. To support the young person to become a member of their community
13. To encourage and support positive support networks, including recreational activities with peers
14. To support the young person to develop positive boundaries with all relationships
15. To support the young person in identifying, accessing and sustaining a programme of education, training and employment including support with an ETE pathway
16. To support the young person to become 'job ready', get into a routine, get up on time, dress appropriately, communicate appropriately, work out their travel plans etc.
17. To support with budgeting and shopping for essentials, to maintain a healthy diet (cooking sessions etc.)
18. To support in washing clothes and basic repairs, basic household cleaning, basic maintenance
19. To support to pay attention to personal hygiene, managing a healthy lifestyle, including sexual health
20. To support in using public transport and accessing public services
21. To support the young person to explore all their move-on options, including support with arranging appointments with housing officers
22. To support the young person with making and following up benefit claims
23. To support the young person to understand the legal and social responsibilities of holding a tenancy and who to turn to for housing advice
24. To support in managing finances including paying service charge, shopping for essentials and broader budgeting, opening a bank account, savings account, planning for the future, financial risks, emergency options, priorities claiming benefits etc.
25. To support to understand the financial implications of an independent tenancy while working with any numeracy difficulties the young person may have
26. To support to access other services, family support and keeping statutory appointments (this may include accompanying the young person, assisting them in making and keeping appointments, making referrals, helping them to identify useful services, maintaining contact etc.). Services may include mental health services, the



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Matthew Project, Youth Offending Team, GP, dentist, sexual health advice, anger management courses, ETE providers, sports and recreation etc. Support to get their NI number, birth certificate or passport

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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Sessional Young People's Support Worker (LAC) Person Specification

Criteria	Details	Essential	Desirable	Assessed
Qualifications	Formal qualification in working with children and young people		D	Certificate Application
Experience	A minimum of 2 years' experience working with homelessness or children/young people in a supported accommodation setting		D	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
	Have an in-depth knowledge of local policies, protocols and relevant legislation, particularly part 3 of The Children Act 1989, Section 17 and Section 20		D	Application Interview
	Have an understanding of relevant housing and benefits legislation	E		Application Interview
	A good understanding of appropriate Professional Boundaries	E		Interview Reference
	Good ICT skills, including the ability to input information and formulate reports from a database	E		Interview Reference
Personal Qualities <i>Positive</i>	The personality and ability to relate positively to young people	E		Interview Reference



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<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>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 DL and insurance certificate
	A willingness to undertake training appropriate to the post	E		Interview
	A sense of humour	E		Interview