



The **Benjamin** Foundation

Welcome to The Benjamin Foundation

Thank you for expressing an interest in our vacancy for a Part Time Outreach 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

Outreach Support Worker

Right Tracks – Kings Lynn

£8,807.76 per annum (£9.41 per hour)

Part Time - Fixed until 1st February 2021

18 hours per week, to be worked flexibly

This position will 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 team at Right Tracks work with the residents to support them with their education and career, and to build their general life skills in things like cooking and budgeting. Our aim is that when these young people leave us they are more confident and better prepared for independent life

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. 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: Monday 21st October (noon)

Interview Date: Friday 1st November 2019 (Kings Lynn)



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Out Reach Support Worker

Job description

Job title:	Out Reach Support Worker
Employer:	The Benjamin Foundation
Location:	Right Tracks
Contract:	Part Time – Fixed until 1 st Feb 2021
Salary:	£8,807.76 per annum/£9.41 per hour
Hours of work:	18 hours per week (to be worked flexibly to meet the needs of the service user)
Department:	Housing and 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 and maintaining a tenancy
2. To support young people to enable them to identify and achieve their goals and aspirations including employment/education/training
3. To be able to signpost and access services that help Service Users to manage areas of their lives which impact on their ability to live independently



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Main duties

General

1. To work in ways that actively promotes equality and diversity with regard to both colleagues and Service User
2. To develop and maintain relationships with key agencies and ensure compliance with the statutory frameworks they work in
3. To liaise where appropriate with Borough Council of Kings Lynn and West Norfolk (BCKLWN),
4. Health and Education and any other appropriate professionals to achieve the best possible outcomes for the Service User
5. To maintain key relationships to high standards at all times
6. To promote the well-being of the Service User

Administration

1. To contribute to a comprehensive risk assessment process that promotes the safety and security of the young people using the service
2. To provide advice, support and guidance highlighted in Risk Assessments, Outcome Stars and individualised support plans
3. To participate in the implementation and monitoring of individual support plans
4. To ensure compliance with all statutory, legislative requirements and policies and procedures that are in place at The Benjamin Foundation
5. To attend planning meetings as required
6. To maintain and work in accordance with The Benjamin Foundations confidentiality policy at all times
7. To maintain an environment that promotes positive acceptable behaviour
8. To embed the culture and ethos of The Benjamin Foundation
9. To undertake such other duties as may be delegated or assigned commensurate with the level of grading and role of the post

Development

1. To develop a positive and supportive relationship with the Right Tracks staff team
2. To attend staff meetings and regular personal reviews and when required
3. To undertake personal development and attend any relevant training

Young People

1. To develop a positive and supportive relationship with Service Users
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 Service Users including key work responsibilities and completion of Outcome Star
5. To support service users to access information, advice and help from appropriate external services
6. To support and empower service users in establishing and maintaining social support networks, including their families where appropriate
7. 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



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8. To moderate antisocial behaviour including signposting to appropriate help and advice
9. To support access to education, employment, training and volunteering
10. To empower service users to engage in the community and positive activities
11. To safeguard Service Users from risks to their health, well- being and development.
12. To ensure that the specific needs of Service Users are met including religious observance and culturally significant activities
13. To develop and maintain good working relationships with Service Users Family members (were appropriate), Social Workers and other professionals
14. To contribute to the support of the education progress of the Service Users through supporting them in their education environment, providing activities and interests that will stimulate educational attainment, encouraging and supporting the educational achievements of all
15. To help teach day to day practical independent living skills e.g. budgeting, cooking, self-care to help the Service Users prepare for independent living
16. To be familiar with Service Users support plans and risk assessments and ensure that their requirements are carried out in the day to day support of the young people
17. To use Outcome Tools (Homeless star) in assessing Service Users 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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Out Reach Support Worker Person Specification

Criteria	Details	Essential	Desirable	Assessed
Qualifications	Possess a relevant qualification in terms of 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	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
	Ability to respond quickly and with flexibility to the needs and priorities of individuals and the home	E		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>Honesty & integrity</i>	To always be a positive role model for 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



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	To take responsibility for one's own well being	E		Interview Reference
<i>Communication</i>	An ability to communicate clearly and effectively via email, telephone and face to face, ensuring professionalism in the event of dealing with complex issues	E		Interview Reference
	Ability to communicate using ICT skills including using social media sites effectively	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
	The ability to input information and formulate reports from a database	E		Interview Reference
<i>Collaborative</i>	Ability to work collaboratively with the Manager, senior and other staff	E		Interview Reference
	To work effectively with key agencies and partners	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 of DL and insurance certificate
	A willingness to undertake training appropriate to the post	E		Interview
	A sense of humour	E		Interview