



The **Benjamin** Foundation

Welcome to The Benjamin Foundation

Thank you for expressing an interest in our vacancy for a Full Time Support Worker in North Walsham.

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](http://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](mailto:recruitment@benjaminfoundation.co.uk)

Please return your completed applications by email to:-

[recruitment@benjaminfoundation.co.uk](mailto: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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## **Young People's Support Worker Winston Court - North Walsham**

**Full Time – £18,227.17 per annum (£9.41 per hour)**

**37.25 hours plus 2 sleep ins per week, to be worked flexibly**

**(sleep ins & on call 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?*

Winston Court offers nine single accommodation rooms and six semi-independent move-on flats. We give the young people a stable home and the skills they need so they can leave us and forge an 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<sup>®</sup> 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](mailto:recruitment@benjaminfoundation.co.uk)

Tel: 01603 886925/886922

**Closing Date: Monday 16<sup>th</sup> September 2019 (noon)**

**Interview Date: Thursday 25<sup>th</sup> September 2019 (North Walsham)**



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## Young People's Support Worker Job description

<b>Job title:</b>	Young People's Support Worker
<b>Employer:</b>	The Benjamin Foundation
<b>Location:</b>	Winston Court – North Walsham
<b>Contract:</b>	Full Time; Permanent
<b>Salary:</b>	£18,227.17 per annum (£9.41 per hour) Sleep ins & on call will be paid in addition
<b>Hours of work:</b>	37.25 hours per week
<b>Department:</b>	Housing and Homelessness
<b>Reporting to:</b>	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



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### Main duties

#### General

1. To contribute to the efficient and effective running of the centre
2. To undertake 'sleep in' duties and on-call
3. To work in ways that actively promotes equality and diversity within Winston Court with regard to both colleagues and young people
4. To develop and maintain relationships with key agencies and ensure compliance with the statutory frameworks they work in
5. To liaise where appropriate with Breckland Council, Children's Services, Health and Education and any other appropriate professionals to achieve the best possible outcomes for the young people
6. To maintain key relationships to high standards at all times
7. To promote the well-being of the young people
8. To carry out regular cleanliness, hygiene and health checks at Winston Court in accordance with instruction from the Centre Manager

#### Staff

9. To develop a positive and supportive relationship with the staff team
10. Commitment to ensuring staff use the Nurtured Heart Approach<sup>®</sup> in their work

#### Administration

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

#### Development

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

#### Young People

24. To develop a positive and supportive relationship with the young people who are resident at Winston Court
25. To ensure service user involvement is embedded in the Service
26. To support and embed The Nurtured Heart Approach



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27. To engage in the effective delivery of support to the young people at Winston Court including key work responsibilities and contributing to children and young people's individual housing pathways
28. To support service users to access information, advice and help from appropriate external services
29. To support and empower service users in establishing and maintaining social support networks, including their families where appropriate
30. 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
31. To moderate antisocial behaviour including signposting to appropriate help and advice
32. To support access to education, employment, training and volunteering
33. To empower service users to engage in the community and positive activities
34. To safeguard the young people at Winston Court from risks to their health, well-being and development, both internally within the centre and externally
35. To ensure that the specific needs of young people are met including religious observance and culturally significant activities
36. To develop and maintain good working relationships with young people's Family members, Social Workers and other professionals
37. To contribute to the support of the education progress of the young people at Winston Court through supporting them in their education environment, providing activities and interests that will stimulate educational attainment, encouraging and supporting the educational achievements of all
38. To contribute to the planning and delivery of social and leisure activities that reflects the interests, abilities and needs of young people at Winston Court
39. 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
- 40.** 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
41. To help maintain a positive and nurturing environment within Winston Court that is sensitive to the needs of the young people
42. To use Outcome Tools (including teen star & homeless star) in assessing young people's progress and well being



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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
<b>Qualifications</b>	Formal qualification in working with children and young people		<b>D</b>	Certificate Application
<b>Experience</b>	A minimum of 2 years' experience working with homelessness or children/young people in a supported accommodation setting	<b>E</b>		Application Interview References
	Experience of lone working		<b>D</b>	Application Interview
<b>Knowledge &amp; Skills</b>	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	<b>E</b>		Application 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 Winston Court	<b>E</b>		Application Interview
	Have an understanding of relevant housing and benefits legislation	<b>E</b>		Application Interview
	A good understanding of appropriate Professional Boundaries	<b>E</b>		Interview Reference
	Good ICT skills, including the ability to input information and formulate reports from a database	<b>E</b>		Interview Reference
<b>Personal Qualities</b> <i>Positive</i>	The personality and ability to relate positively to young people	<b>E</b>		Interview Reference
<i>Responsive</i>	Ability to respond quickly and with flexibility to the needs and priorities of individuals	<b>E</b>		Interview Reference



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<i>Independent</i>	An ability to think independently and work without constant supervision and micro management	<b>E</b>		Interview Reference
<i>Confident</i>	Being able to confidently make decisions regarding day to day matters and to be accountable for these decisions	<b>E</b>		Interview Reference
<i>Competent</i>	The ability to work under pressure and remain calm in stressful situations	<b>E</b>		Interview Reference
<i>Collaborative</i>	Ability to work collaboratively with the Manager, senior and other staff	<b>E</b>		Interview Reference
<i>Progressive</i>	An interest in the long term development of the service	<b>E</b>		Interview
<i>Nurturing</i>	Commitment to using the Nurtured Heart Approach <sup>®</sup> and ensuring other use it	<b>E</b>		Application Interview
<b>Additional</b>	The willingness to contribute to the wider Benjamin Foundation success story	<b>E</b>		Interview
	Commitment to equality and diversity policy of The Benjamin Foundation	<b>E</b>		Interview
	Current Driving Licence and access to a vehicle	<b>E</b>		Copy of DL and insurance certificate
	A willingness to undertake training appropriate to the post	<b>E</b>		Interview
	A sense of humour	<b>E</b>		Interview