



The **Benjamin** Foundation

Welcome to The Benjamin Foundation

Thank you for expressing an interest in our vacancy for a Part Time Young Person's Support Worker in King's 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](http://www.benjaminfoundation.co.uk/jobs)

If you have any questions regarding the vacancy, please contact the HR Department by email at [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)



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## **Young People's Support Worker – King's Lynn**

**Part Time – £11,009.70 per annum (sleep in and on call will be paid in addition)**

**22.5 hrs including 1 sleep in per week to be worked flexibly**

**Plus Employee Pension Scheme & other benefits**

This position includes lone working, evenings, weekends, on call and 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, founded in 1994, helps around 2,000 people per year through difficult times by providing them with hope, opportunity, stability and independence. Right Tracks in King's Lynn provides supported accommodation to 12 young homeless people aged 16 to 25. We work in partnership with Saffron Housing, the Borough Council of King's Lynn and West Norfolk, Norfolk County Council and the Housing and Communities Agency to deliver the service.

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)

**Closing Date: Tuesday 3<sup>rd</sup> November (9am)**

**Interview Date: Tuesday 17<sup>th</sup> November 2020 (King's Lynn) Interviews comprise 2 stages. The first stage will be online via Microsoft Teams and will take place on Monday 16<sup>th</sup> November.**



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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>	Right Tracks
<b>Contract:</b>	Part time permanent
<b>Salary:</b>	£11,009.70 per annum (sleep in and on call payments will be paid in addition) £9.41 per hour
<b>Hours of work:</b>	22.5 hours plus 1 sleep in per week (average on a rota basis)
<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

### 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 Right Tracks 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 Children's Services, Health and Education and any other appropriate professionals to achieve the best possible outcomes for the young people



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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 Right Tracks 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 Right Tracks
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 Right Tracks
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 Right Tracks
25. To ensure service user involvement is embedded in the Service
26. To support and embed The Nurtured Heart Approach
27. To engage in the effective delivery of support to the young people at Right Tracks 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



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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 Right Tracks 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 Right Tracks 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 Right Tracks
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 Right Tracks 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

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



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