



Job Description And Person Specification

Job Title: **Supported Accommodation Support Worker**

Responsible to: Registered Manager

Location: Northwest

Hours: 40 hours per week on a rota system

Salary: £30,000 inclusive of sleeps. (based on 10 sleeps a month)

1. Job Description

Job Purpose

To provide high quality therapeutic support to young people as part of the Step-by-Step Support 24 integrated service.

Professionalism (Core Value)

Standard

- To act in a manner that is befitting of Step-by-Step Support 24 as provider of children's services and in line with the organisation's values at all times.

Content

- To understand and adhere at all times to Step by Step Support 24 policies and procedures, including reference to those contained within the employee handbook.

- To develop an understanding of relevant legislation for Supported accommodation 2023 and the quality standards are outlined in this and how these are reflected in daily working practice.
- To understand and apply safeguarding practices and processes.
- To understand and deliver the young person's pathway plan on a daily basis.
- To support all the basic physical and emotional wellbeing of the young person on a daily a basis.
- To keep up to date accurate records for the young people in line with systems of the home.
- To carry out tasks and maintain all relevant records pertaining to fire safety, health & safety and other records as directed by line manager.
- To ensure understanding and compliance with the GDPR (General data protection regulation 2018) and the Equality and Diversity Act 2010

Excellence (Core Value)

Standard

- To aspire at all times to a standard of excellence in all areas of working practice.

Content

- To develop an understanding of PACE and implement this on a daily basis in the support of young people.
- To implement all learning with regard to training – including PRICE (Protecting Rights in a Caring Environment) on a daily basis.
- To ensure that the home is kept to a high standard and compliant to all health and safety regulations.
- To set high standards in homemaking and care for the fabric, equipment and grounds of the home and wider organisation and to encourage young people to develop independent skills such as cleaning, cooking, budgeting, accessing communities and health services, personal hygiene.
- To actively contribute to the creation and maintenance of a therapeutic homely environment, taking into account the young person's wishes and preferences.

- To maintain vigilance when supervising young people in line with risk assessments to ensure that significant behaviours are noted and recorded.
- To develop skills, knowledge and experience in accordance with a personal development plan agreed with line manager to develop working practice and set professional goals.

Integrity (Core Value)

Standard

- Young person centred and act with integrity.

Content

- To make decisions that are in the best interests of the young people and the organisation at all times.
- To contribute to the positive culture of the organisation in line with the company values and challenge negative attitudes appropriately.
- To be proactive and use initiative to ensure that all working hours are used effectively.
- To be alert to signs of distress, neglect or abuse, ensuring that the young people are monitored and protected and learn how to keep themselves as they move to independence.
- To be sensitive to the needs of individual young people and provide support and comfort to young people under stress.
- To be mindful of different protected characteristics to ensure that every young person is treated fairly and as an individual entitled to respect and dignity.
- To utilise the organisation's whistle blowing policy to ensure that poor practice, negligence and dishonesty is dealt with appropriately.

Planning and Organising

Standard

- To utilise planning and organisational skills to support Step by Step Support 24 to achieve its goals and objectives.

Content

- To use the home rota to manage your own training commitments and annual leave responsibilities effectively, with the support of your line manager.
- To develop and implement shift planners for young people to ensure the smooth running of tasks and activities.
- To work with internal and external services and professionals to ensure the continuity of care for young people.
- To contribute to the development and implementation of Support Plans to ensure consistency of support for young people.
- To be accountable for the homes petty cash and ensure financial systems and processes are followed correctly.
- To be accountable for all records, systems and operating procedures of the home as set by line manager.

Commitment and Attitude (Core Value)

Standard

- To apply a high level of commitment and positive attitude to all aspects of working practice.

Content

- To demonstrate an understanding of the complexity of the working environment regarding the impact of young people's behaviours and the effect on the organisation's resources.
- To demonstrate flexibility where practicably possible to support the home in covering rotas.
- To communicate positively and constructively about the young people, colleagues and organisation at all times.
- To demonstrate a 'can do' attitude in all areas of working practice and demonstrate a willingness to learn and take on new challenges.
- To participate in staff meeting as required
- To contribute to multiagency meetings alongside the young person and to ensure the young person voice is heard and services working collaboratively
- To make use of regular supervision.

- To consistently demonstrate the skills to engage in personal reflection about the impact of the work on one's own feelings, one's colleagues and about one's own strengths and weaknesses.
- To develop your own emotional intelligence.
- To commit to ongoing personal and professional development, ensuring regulatory training is completed and refreshed accordingly, including meeting timescales for completion of induction, probation period and Level 3/4 diploma.

Respect – Communication and Networking (Core Value)

Standard

- To act in a respectful, polite and transparent manner at all times.

Content

- To recognise and value the roles held by all employees of Step by Step Support 24 for Children.
- To develop and maintain professional relationships with young people, individuals with parental responsibility, social workers, teaching staff and other professionals involved in the support of young people.
- To share significant information with colleagues, line managers and other relevant professionals in a timely fashion.
- To utilise handovers effectively.
- To utilise written communication effectively to share significant information.

Team Working

Standard

- To act as a member of the staff team and wider organisation, supporting colleagues and being prepared to receive support as necessary.

Content

- To act with initiative, accountability and responsibility at all times to assist with the functioning of the team.
- To recognise one's own strengths and weaknesses and those of colleagues to contribute effectively to the functioning of team.

- To recognise that all employees of Step by Step Support 24 and external agencies are part of the wider team involved in children's services and act accordingly.
- To act with initiative, accountability and responsibility at all times to assist with functioning of the team, providing leadership, direction and guidance on shift.

The Company reserves the right to amend or modify your Job Description in accordance with the operational needs of the business

SAFEGUARDING

This post is subject to an Enhanced Disclosure check.

Step By Step Homes is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process, we will undertake checks to ensure that you do not pose of risk of harm to children and young people.

The post-holder will be expected to contribute to safeguarding children and young people and promoting their welfare of children in accordance with the agreed Child Protection Policy for the setting. Any issues or concerns are reported to their Designated Safeguarding Lead or any Deputy Safeguarding Lead. In the Children's homes, where the Designated Safeguarding Lead or the deputy Designated Safeguarding Lead is not available, and then it would be reported to the senior on duty.

2. Person Specification and Assessment Framework

Supported accommodation Support Worker

| Criteria for Selection | Essential or Desirable | Method of Assessment |
|---|------------------------|-----------------------------|
| Knowledge Skills and Aptitudes | | |
| An understanding of the impact of abuse, neglect and trauma on children. | E | Application Form; Interview |
| An understanding of the challenges faced by looked after children in care. | D | Application Form |
| An understanding of how to support children and young people with challenging behaviour. | D | Application Form |
| An understanding of equal opportunities legislation and appreciation of diversity | E | Interview |
| An understanding of child protection legislation and its purpose | E | Interview |
| Personal Qualities | | |
| Conscientious | E | Interview |
| Dependable and organised and structured. | E | Interview |
| Able to adapt to change, exhibit flexibility when required and deal with unexpected situations. | E | Interview |
| Resilient | E | Interview |
| Able to manage challenges and be assertive in difficult situations | E | Interview |
| Able to exhibit appropriate response to anger and anxiety | E | Interview |
| Personally boundaries | E | Interview |
| Able to understand and follow rules and regulations consistently | E | Interview |
| Good listener and able to use communication skills effectively. | E | Interview |
| Empathetic and sensitive to the needs of others. | E | Interview |
| High emotional intelligence | E | Interview |
| Can-do attitude and willingness to participate in activities and support children in their development. | E | Interview |
| Team orientated, positive and friendly with good interpersonal skills | E | Interview |

| | | |
|---|---|----------------------------|
| Curious and interested in child development. | E | Interview |
| High integrity, honest and open, with an ability to make ethical decisions, acknowledge faults and take remedial action where necessary. | E | Interview |
| Education, Training and Qualifications | | |
| Basic literacy | E | Application Form, Computer |
| Basic computer skills | E | Application Form, Computer |
| Full education history | E | Application Form |
| Full employment history | E | Application Form |
| NVQ 3/4 Caring for Children and Young People or Level 3/4 Children and Young People's Workforce Diploma(Willingness to work towards this) | D | Application Form |
| Experience | | |
| Experience of working with young people | D | Application Form |
| Special Requirements | | |
| Full Driving Licence (able to drive a vehicle with manual transmission) and own transport | E | Application Form |
| Flexible (Travel/ Shift work) | E | Interview |