

JOB DESCRIPTION

TITLE OF JOB: Senior Support Worker

SERVICE: Stopover Supported Housing

JOB REFERENCE: SSW/Feb25

CLOSING DATE FOR APPLICATIONS: Monday, 3rd February 2025

INTERVIEWS: During week commencing 10th February 2025

LOCATION: Worthing

HOURS PER WEEK: Part-time - 30 hours per week

SALARY: Band 4, starting Scale Point 19: £29,717 per annum pro rata (i.e., final salary £24,094).

HOLIDAY ENTITLEMENT: 27 days per annum, plus 3 extra days at Christmas and the usual statutory holidays.

ACCOUNTABLE TO: Head of Supported Housing

LINE MANAGED BY: Head of Supported Housing

RESPONSIBLE FOR: In conjunction with the Head of Supported Housing, overseeing the day-to-day running of our new project based in Worthing, and being part of a small team providing accommodation with trauma informed support to young women aged 16 to 25 during their transition between dependence and independence including young women who have recently become young mothers.

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

This post is exempt from the Rehabilitation of Offenders Act (1974) and the successful applicant will be subject to an Enhanced DBS check.

BACKGROUND & AIMS OF IMPACT INITIATIVES

Providing a voice, hope and change for Sussex people in need.

Impact Initiatives was founded in 1978 to resolve the social issues that Brighton and Hove communities were facing at the time. Our founders were a diverse collection of individuals who cared enough about community issues to come together and act against the injustices they saw on their doorstep. Over the years Impact has grown and evolved as an organisation but what has never changed, is that we continue to provide a voice, hope and change for the people who need it most.

Today our services work tirelessly to support, champion and inspire children, young people, adults with disabilities and older people. Ultimately, we believe that everybody should have the opportunity to be the best they can be. Our vision is for Sussex people of all ages to reach their potential, living healthy and fulfilling lives.

Impact's model of having a Central Team - who provide expertise in finance, HR, IT and facilities, health and safety, and business development - ensures each of our specialist teams can focus on excellence in individual service delivery and development. We employ around 100 staff who are supported by a team of volunteers and currently work with over 10,000 people each year.

Stopover provides a unique, women only supported housing in Brighton & Hove and West Sussex. Accommodation is provided across 10 houses, detailed below.

Stopover 1 provides supported housing for nine homeless or insecurely housed young women between the ages of sixteen and twenty-five for up to two years. During this time, they are encouraged to develop the skills and confidence they will need to live independently and sustain a tenancy. The young women are expected to live within the house rules, attend key work sessions and complete the in-house life skills training before they are referred for move-on accommodation. The house offers intensive support; staffed twenty-four hours as a reflection of the clients whose needs arise from a history of negative and damaging relationships including abuse and domestic violence as well as mental health issues, behavioural issues, and substance misuse. The role of the Support Worker is to provide a consistent positive professional relationship that will allow the young women to start to trust, open up and address the issues in their past. As a result of presenting support needs there are times when the young women can challenge us, and an understanding of their previous chaotic lifestyles is essential in this role. Support Workers work as part of a rota system including cover over night and at weekends. All staff hold a caseload of clients within the house.

Stopover 2 provides supported accommodation for nine young women between the ages of eighteen and twenty-five (under eighteen in agreed circumstances only) who have usually previously completed a successful stay in a house with higher support. Young women accommodated here will be expected to have completed a recognised life skills course and will be meaningfully occupied. The house offers low to medium support and is staffed during office hours. There is an out-of-hours on-call system in case of emergency. Support Workers work as part of a rota system and will hold a caseload of clients within the house.

Both Stopover 1 and 2 receive funding from Brighton and Hove City Council to provide housing related support to the young women living in the services.

Stopovers 3 to 11 provide shared accommodation for young women in houses that are the final step before moving to live independently.

MAIN TASKS

1. To be responsible with the Support Worker for interviewing potential residents at the projects.
2. To work closely with the staff team on a day-to-day basis to ensure that young women accommodated at the projects adhere to the terms of the Licence Agreement.
3. To act to remove residents who breach the Licence Agreement in conjunction with the Service Manager.
4. To liaise and work with residents on a day-to-day basis to gain a clear understanding of their needs and issues.
5. To ensure that all young women accommodated have an individual support plan outlining mutually agreed goals.
6. To support the West Sussex staff team in respect of meetings with external agencies ensuring that Stopover is always represented and acting as an advocate for the young women accommodated.
7. To provide line management support to the West Sussex Staff Team including induction, setting targets and performance appraisal, supervision welfare and professional development, including training.
8. To ensure the services run within Impact and funders' policies and contractual agreements.
9. To ensure that all service users receive the support they need to gain the skills and confidence they need to move onto independent living.

FUNDING:

10. To liaise with the Housing Services Manager to ensure any funding need is met and the service continues to develop.
11. To build positive working relationships and liaise with other relevant professionals and potential funders and supporters.
12. To attend meetings and networking events as a way of raising the profile of the services and being aware of local developments.

PEOPLE:

13. To liaise with the Housing Services Manager to co-ordinate any forward planning and recruitment.
14. To monitor and ensure compliance with Health and Safety and Human Resource Policies, including Equal Opportunities.

PHYSICAL RESOURCES:

- 15.** To ensure with the Service Manager that services operate in suitable and properly managed and maintained premises.
- 16.** To be responsible with the Service Manager for maintaining procedures which ensure the security of physical assets.

GENERAL & ORGANISATIONAL:

- 17.** To work within the project and organisational policies and procedures.
- 18.** To attend regular supervision sessions and meetings as required by your Line Manager. To attend regular Staff Team Meetings. To attend 'Impact Days' and Team Building Days as required. To attend training events as relevant to your service area.
- 19.** To be aware of the needs of other workers, paid or unpaid, and contribute positively to a supportive working environment.
- 20.** To comply with and implement Impact Initiatives Equal Opportunities Policy and any specific policies and procedures designed to promote and monitor equal opportunities.
- 21.** To comply with and implement Impact Initiatives Health and Safety Policy and Procedure relating to the specific activities on which you are employed. Generally, to take reasonable care for health and safety of all those affected by this work.
- 22.** To undertake any other duties, as appropriate to the character of this work and as requested by the Housing Services Manager, as reasonably required.

PERSON SPECIFICATION

	Essential	Desirable	How tested?
Experience	<p>Experience of working with young women or young people and an understanding of the needs of this client group.</p> <p>Experience of working in a supported housing/ residential setting or similar environment.</p> <p>Experience of working within an office environment using administrative systems, computers, word processing and an ability to keep accurate up to date case files.</p> <p>Experience of lone working shift cover as well as effective teamwork.</p>	<p>Experience of planning and facilitating groups.</p>	<p>Application</p> <p>Interview</p>
Knowledge & Skills	<p>Ability to deal with a range of resident issues and to manage challenging behavior.</p> <p>Understanding of the support planning/key work system within a supported housing/residential environment and how to undertake appropriate risk assessments.</p> <p>Ability to communicate at all levels.</p> <p>Ability to advocate for marginalized young women.</p> <p>An understanding of key policies and procedures in supported housing and an ability to work within these.</p>	<p>Knowledge of external support available to young women in need.</p> <p>Knowledge of the benefits system.</p> <p>Knowledge of safeguarding of adults in need.</p> <p>Knowledge of child protection procedures to include attendance at CP conferences and core group meetings as appropriate.</p>	<p>Application</p> <p>Interview</p>
Other	<p>Ability to provide on-call support additional to working hours.</p> <p>A commitment to providing a safe and secure environment for young women in need of support.</p>	<p>Awareness of homelessness issues and the routes by which homeless people may access accommodation.</p>	<p>Application</p> <p>Interview</p>
Training & Qualifications	<p>Commitment to on-going training and development.</p>	<p>Housing or Youth Work Qualification.</p>	<p>Application</p> <p>Interview</p>