



## Job Description

<b>Title:</b>	Support Worker (Bank) – Female*
<b>Location:</b>	Oasis Aquila No.3, Peckham
<b>Hours:</b>	As required by the project and dependant on bank staff availability (may include 'sleep-in' shifts)
<b>Salary:</b>	Grade B: £9.45 per hour
<b>Unsociable Working:</b>	Yes, however shifts are offered and accepted / declined by bank staff.  No.3 operates a 24/7 service. Some evening, overnight, weekend and bank holiday work will be required.
<b>Responsible to:</b>	No.3 Project Co-ordinator
<b>Line management of:</b>	Nil Staff At times of single cover hold responsibility for service users and oversight of volunteers

### **Purpose of Job:**

To be involved in providing the support needed to assist in preparing young people for independent living in accordance with the aims and objectives of the Project and the ethos and values of Oasis Aquila Housing.

### **Organisation Context:**

Oasis Aquila Housing (OAH) is a Christian response to homelessness and disadvantage providing housing, support and other specialised services. The support provided aims to develop life skills that will enable people to live successful independent lives.

Oasis Aquila Housing is part of the Oasis group of charities. The group includes national charities dedicated to education, housing, and campaigning against human trafficking and we work to a common vision of creating communities in which everyone can thrive and reach their God-given potential.

We welcome applicants from all faiths or none, but it is important that all employees understand and sympathise with the Christian vision, ethos and culture of the organisation. However, it will be an occupational requirement that a practising Christian is needed for some specified roles. This will be highlighted in the qualifications section of the job description and will be clearly stated in the job advert.

Oasis Aquila Housing is a growing charity, with its central office in Gateshead, Tyne and Wear.

### **No.3**

Situated in Peckham, South East London, No.3 opened in 1990 and is funded by Southwark Council to provide supported accommodation to young people experiencing homelessness. 16 young women with medium – high support needs are accommodated at any one time. The primary age group is 16-21, however individuals are accepted up to the age of 25 on a case by case basis.

Aiming to develop independent living skills, there is a 2 staged approach through which service users transition during their stay before moving on to more suitable accommodation. Support Planning, Needs and Risk Assessment processes, and Life and Employability Skills Programmes all focus on the development of essential skills to support young women to transition through the project at timeframes appropriate to their needs.

#### **Areas of responsibility and specific duties:**

##### **(Strategy/Planning/Organising)**

1. To work flexibly, in order to meet the needs of the service users, project and Oasis Aquila Housing.
2. To undertake various administrative tasks, usually via the computer, as required for the running of the project including but not limited to recording meeting attendance, typing meeting minutes, accurately and fully recording all interactions with service users, reporting, emailing comprehensive handover notes, providing clear messages to staff members from service users and external agencies.
3. To be responsible for ensuring the health, safety and security of all service users and visitors to the project; dealing with incidents that may occur, especially when lone working, in accordance with Oasis Aquila Housing policies and on-call procedures.

##### **Analytical/Creative thinking/Problem Solving**

1. To clearly and accurately record actions taken and activities service users have participated in e.g. daily/weekly/monthly checks, recording which service users you have seen, participation in and attendance at meetings/events which have taken place during your shift.
2. To ensure safeguarding policies and procedures are adhered to in your practices; concerns are reported to on call Managers using the appropriate report templates, and follow up actions are taken appropriately in a timely manner, as directed by Managers.
3. To ensure in all interactions with service users, visitors, contractors, partners that you abide by the Oasis Aquila Housing Code of Conduct, Policies and Procedures; having clear appropriate and professional boundaries in place at all times.
4. To abide by Lone Working policies and procedures in order to ensure your personal safety, the safety of service users and visitors to the project, and the properties themselves; to make 'in the moment' assessments of risk, take appropriate actions, follow all procedures, use all project systems and ensure clear reporting.
5. To follow up maintenance related concerns with on call Managers, partner agencies and maintenance contractors as appropriate, following the project procedures that are in place.

6. To use initiative in ensuring smooth and effective running of the office and project, including following up with SMART IT when IT related problems are reported or observed.

### **People Management**

1. To take responsibility for any volunteers who are on site; provide to-do lists as needed, and undertake any necessary handover, including gaining comprehensive information related to interactions volunteers have had with

service users and taking responsibility for recording interactions on your handover notes to permanent staff members.

2. To oversee contractors who are on site; ensuring they are not left unsupervised in service user rooms, taking responsibility for ensuring interactions with service users are safe and appropriate.

### **People Management for service users**

1. To provide holistic (mental, physical, emotional and spiritual) support to service users; providing information, advice and guidance and seeking to 'open the talent' of service users.
2. To research opportunities for service users as needs arise e.g. opportunities related to education, employment, personal development, health, therapy; providing information to Support Workers and Managers who will follow up with making referrals as needed.
3. **Dependent upon individual Bank Support Worker skillset and experience**, to facilitate activities and workshops where appropriate and requested by Project Co-ordinator / Senior Support Worker and to keep records of such sessions.
4. To undertake property tours for visitors, and informal interviews for prospective service users; informing them of the project aims, the support on offer and the rules they will need to abide by during their time at the project.
5. To provide on-going support, advice and guidance to ex-residents as and when needed.
6. **Dependent upon your level of experience and competency in the role**, you may be asked by the Project Co-ordinator to provide one to one support to service users for a stated period of time; if this is the case you will provide support to named service users via Key Work sessions, Support Planning and completion of Risk Assessments while permanent staff members are away from the project e.g. for over 2 weeks leave.

### **Responsibility for resources**

1. To be involved in maintaining the building to the highest standard. Assisting in recording and monitoring Health and Safety issues, fire and security concerns and carrying out day to day assessment of risk.
2. To be responsible for professionally handling Project Finances as and when needed; usually in the form of Petty Cash, providing accurate change, receipts and clearly recording any expenditure.

3. To ensure the confidentiality of personal data held in your care as specified in the Data Protection Act 1998 and Oasis Aquila Housing policies and procedures.

### **Physical and Building Related Activities**

1. To undertake practical tasks required to maintain the building to a high standard and ensure rooms are prepared for new service users; e.g. cleaning, clearing belongings from rooms, painting, repairing and building furniture, changing light bulbs, basic DIY tasks and maintenance of gardens.
2. To regularly undertake practical tasks during any given shift, including daily, weekly and monthly cleaning responsibilities.
3. To instruct and share in domestic and practical duties with service users and staff e.g. shopping, cooking, laundry, cleaning.

### **General Duties**

- To support and embody the ethos and values of Oasis Aquila Housing.
- To undertake appropriate training for the role, as required by the Project Co-ordinator.
- To attend supervision/de-brief meetings with the No.3 Project Co-ordinator/Senior Support Worker where necessary/requested by either party.
- To carry out any appropriate duties, in line with the purpose of the job, as may be reasonably required by your line manager.

\* Females only are required to work in our No.3 residential project (exemption under the Equality Act 2010, Schedule 9.)

Agreed (Employee):.....Date:.....

Agreed (Project Co-ordinator) .....Date:.....

### OASIS AQUILA NO.3 – SUPPORT WORKER (BANK) - PERSON SPECIFICATION

	Essential	Desirable
Knowledge	Educated to A Level, or qualified to that level by experience	NVQ level 2 in Housing / Supporting young people into independent living or similar or qualified by experience
	An understanding of the pressures facing young people today, particularly homelessness	An understanding of the welfare benefits system
Experience	Proven track record of working in supported housing with young people and/or experience of supporting vulnerable and/or challenging young people	
	<p>The ability to engage, relate to and motivate young people</p> <p>Experience of working within Safeguarding policies and procedures, with clear appropriate professional boundaries</p> <p>Knowledge and understanding of risk; the ability to make immediate assessments of risk in a given situation</p>	<p>Experience in facilitating group activities with young people</p> <p>Experience of supporting individuals on a one-to-one basis (key work)</p> <p>Experience of needs and risk assessment; delivering support tailored to the individual</p>
	Experience liaising with external professionals	Experience working in partnership with statutory / voluntary agencies
	<p>Experience in the competent use of IT (MS Office)</p> <p>Proven organisational and administrative skills</p>	
	<p>Experience of anti-social working hours and/or shift work</p> <p>Experience of lone working</p>	Experience of waking nights or sleep in shifts
Skills	<p>Ability to undertake domestic tasks and basic maintenance</p> <p>Excellent inter-personal skills including professional communication with agencies / partners</p> <p>Team player who understands the value of, and has the ability to provide comprehensive handover</p> <p>Excellent communication and administrative skills (oral / written / IT based)</p> <p>Ability to handle conflict</p> <p>Ability to use initiative; taking responsibility for a group</p>	

Other attributes	<p>A self-starter who is motivated to rise to a challenge</p> <p>Able to cope with pressure/stress professionally</p> <p>Tenacious, professional, resilient</p> <p>Reliable</p> <p>A flexible/adaptable approach with the availability and willingness to cover shifts at the last minute</p> <p>Able to manage and prioritise a demanding workload, to multi-task and to work unsupervised</p> <p>Able and willing to actively embrace the ethos and values of Oasis Aquila Housing</p>	
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## Guidance on Completing an Application Form

All applicants are required to complete the standard Application Form. CVs are not accepted. The information you give us in your Application Form is the only information that we will use to decide whether or not we short list you for an interview.

### Equal Opportunities Monitoring

Please complete the Equal Opportunities Monitoring form included as part of the Application Form. This helps us to measure the effectiveness of our Equal Opportunities Policy. Members of the shortlisting and interview panel will not see the monitoring forms.

Check the Job Description/Person Specification as to whether there is an Occupational Requirement

### Rehabilitation of Offenders Act 1974

You **must** give details of any convictions, cautions, reprimands, or warnings you may have, both spent and unspent.

### Advice Notes

Think carefully about the post you are applying for, what the post involves and whether you can match this in terms of your experience, knowledge, skills and abilities.

- Fill in all parts of the Application Form, if some parts do not apply then write N/A (not applicable).
- Please type the Application Form but, if you are unable to do so, please complete in black ink and ensure that your writing is clear and legible.
- List any qualifications and training as well as any **relevant** experience in your past and present jobs.
- The Supporting Statement is an important part of the Application Form where you can tell us about your knowledge, skills, abilities and experience which you can bring to the job.
- Sign the Application Form if you are submitting by post. Tick the box on page 9 if you are submitting by email.
- If you are successfully short listed, we will aim to contact you at least 5 days before the day of the interview, although this may not always be possible.



## **Summary of Terms and Conditions of Employment**

Please note that the purpose of this document is to only provide an outline of the main terms and conditions of employment. This document does not form part of any resultant contract of employment.

### **Appointment**

Your appointment is subject to:

1. An enhanced DBS clearance (depending on the role)
2. At least two satisfactory references
3. Evidence that you are legally entitled to work in the UK (which will be checked at interview)

### **Hours of Work**

Full time equivalent hours are:

Central Office	37 hours over 5 days
Residential Projects	Average 40 hours per week worked over a 4 week rota (which includes evenings, weekends and bank holidays - refer to the relevant Job Description) – and for which 2 increments are paid
Community Projects	37 hours over 5 days
Casual/Bank Staff	'as and when needed'

### **Annual Holiday Leave**

The annual leave year runs from 1<sup>st</sup> September. Entitlement is the equivalent of 25 days plus statutory holidays per annum, increasing to 30 days after 2 years full service, pro rata for part time staff.

Part time workers will have their holidays calculated as follows: 25 days (or 30 days) divided by 37 multiplied by the agreed hours of work. Public/Bank Holidays are also calculated on a pro rata basis.

For casual staff holiday entitlement is 5 weeks based on average salary paid.

The holiday year runs 1 April to 31 March. Holiday entitlement is 5.6 weeks per annum based on average salary paid over the previous 12 weeks worked.

### **Salary**

Salary is paid monthly by BACS transfer into a Bank or Building Society account specified by you normally on the 26<sup>th</sup> of each month.

### **Probation**

All new employees are required to complete a probationary period which is specified in your Offer of Employment letter. On successful completion of your probationary period you will be confirmed in post. During the probationary period you will have regular reviews of your performance.



**Pension**

Oasis Aquila Housing operates a contributory group personal pension plan and in accordance with the Pension Act 2008, if eligible, you will be automatically enrolled into the Oasis Trust pension scheme. Currently all staff in our pension scheme are required to contribute a minimum of 2% of their salary. The employer contribution is currently set at a contribution of 7%. Pension contributions will be in line with pension reform legislation and full details will be provided to you by the Finance Dept.

**Life Assurance**

Oasis Aquila Housing life assurance policy, through Omnilife, is open to all staff who earn in excess of £6000 per annum. If you are on a contract with variable hours below this level we will discuss with you in person if you are eligible to join the scheme. This scheme provides a 'death in service' benefit to any nominated beneficiaries in the event that you die whilst in our employment.

**Sickness**

If, through sickness or injury, you are incapable of performing any of the work you are employed to do, the Employer will pay you statutory sick pay ("SSP") in accordance with its legal obligations. For SSP purposes your qualifying days will be your normal working days.

**Notice period**

After the expiry of the probationary period, the period of written notice to be given by either party to terminate your employment is stipulated in your Contract of Employment and will be at least 4 weeks.