



1625 INDEPENDENT PEOPLE

Summary of Main Terms of Employment

Employer:	1625 Independent People
Job title:	Weekend Housing Worker
Duration of contract:	Permanent
Main place of work:	Woodleaze, Station Road, Yate
Salary scale:	NJC scale 4 - 7 starting at the bottom of the scale
Salary range:	£18,426 – £19,554 per annum (pro rata based on 0.45 FTE)
Hours of work:	18 hours per week (this represents 0.45 FTE) working on a rota
Holidays:	30 days per annum plus the usual public and bank holidays in England and Wales or a day in lieu if working (all pro rata based on 0.45 FTE)
Company sick pay:	<p>Less than 6 consecutive months continuous employment, SSP only (annual leave can be used so no loss of pay)</p> <p>6 - 12 consecutive months' continuous employment, 3 weeks' full pay, 3 weeks' half pay</p> <p>12 -18 consecutive months' continuous employment, 6 weeks' full pay, 6 weeks' half pay</p> <p>18 - 36 consecutive months' continuous employment, 9 weeks' full pay, 9 weeks' half pay</p> <p>36 consecutive months' plus continuous employment, 12 weeks' full pay, 12 weeks' half pay</p>
Probationary period:	6 months
Notice on termination: (unless gross misconduct)	<p>During probation - employee must give four weeks' notice employer must give statutory notice</p> <p>After - employee must give one month's notice employer must give four weeks' or statutory notice, whichever is longer</p>
Pension:	Employer's contribution 4%. Mandatory requirement for employees to contribute 3.2% subject to eligibility.

Please note there may be supplementary provisions in the contract of employment accompanying the above terms. In the event of any inconsistency between the contents of this document and any subsequent contract of employment provided by the employer, the terms of the contract of employment shall prevail.



1625 Independent People

JOB DESCRIPTION

POST

Weekend Housing Worker (Woodleaze)

RESPONSIBLE TO:

Woodleaze Manager

AIMS AND OBJECTIVES:

Contribute to the effective running of Woodleaze; empowering and enabling young people to develop independent living skills, assisting Project Workers to deliver a high-quality support and effective housing management service.

This objective should be achieved in line with the organisation's ethos of *involving young people at every level of the organisation and helping them reboot their lives*.

RESPONSIBILITIES**1. HOUSING MANAGEMENT**

- 1.1 In line with policy, assess, interview, sign up and induct young people to Woodleaze, including completion of the entry and exit processes.
- 1.2 Undertake pre-void inspections and void checks, assisting in the cleaning and clearing of rooms.
- 1.3 Ensure that young people understand their occupancy agreement and their rights and responsibilities in relation to relevant legislation; maintain accurate and complete records throughout.
- 1.4 Ensure the health, safety and security of the building, colleagues, residents and visitors; taking reasonable care to protect yourself and all other persons, complying with health and safety legislation and procedures; seek guidance as necessary and highlight any significant deficiencies to a senior colleague.
- 1.5 Carry out any required health and safety, housing management, risk management, etc. monitoring, keeping accurate and complete records throughout.
- 1.6 Manage incoming post, telephone, email correspondence to a high standard and provide a welcoming and inclusive service to all visitors.
- 1.7 Support the project team to maximise income through the collection of charges from residents.

2. SUPPORTING YOUNG PEOPLE

- 2.1 Assist Project Workers to achieve positive outcomes, stated goals and maximise income for the young people, consistently address the housing and support needs of young people, liaising with internal and external colleagues/organisations as required.
- 2.2 Work with individuals and groups of young people at Woodleaze so they are encouraged to meaningfully occupy their time; co-ordinating and co-delivering activities on site, including co-ordinating resident meetings.
- 2.3 Promote the participation and involvement of young people within and outside the organisation.
- 2.4 Support young people seeking to establish their learning needs and progress, to achieve vocational and academic qualifications.

3. MAINTENANCE AND SERVICES

- 3.1 Identify and report defects in the buildings, furniture and equipment in order to promote a safe working environment in line with Health and Safety, following relevant procedures to remedy all defects, reporting and co-ordinating the completion of repairs.
- 3.2 Contribute to the upkeep of Woodleaze, ensuring the individual young people's rooms, communal and staff areas are well maintained, serviced, safe and clean; maintain accurate and complete records.
- 3.3 Work on a shift pattern on rota, ensuring all shift handover tasks and processes are completed satisfactorily.

4. OTHER ORGANISATIONAL AND GENERAL RESPONSIBILITIES

- 4.1 Adopt, in all aspects of the role, the organisation's psychologically informed framework.
- 4.2 Safeguard the welfare of children, young people and vulnerable adults, working within 1625 Independent People's safeguarding policies, South West Child Protection Procedures and local procedures for safeguarding vulnerable adults.
- 4.3 Carry out day-to-day administration functions to ensure that all records and files are maintained and stored securely in line with the Data Protection legislation.
- 4.4 Provide a diverse and culturally sensitive service, ensuring that anti-discriminatory practice and equality of opportunity are promoted within all aspects of Independent People's services.

The list of tasks is not exclusive and duties may be varied from time to time, with the job description being subject to review and periodic amendments.

1625 Independent People PERSON SPECIFICATION

WEEKEND HOUSING WORKER (WOODLEAZE)

CRITERIA	ASSESSMENT METHOD	
	Application Form	Interview process
1. Understanding of and ability to work within safeguarding, confidentiality and equal opportunities frameworks when working with children and vulnerable young people.	<input checked="" type="checkbox"/> Safeguarding and confidentiality only	<input checked="" type="checkbox"/> Safeguarding and equal opps only
2. Flexible approach and strong commitment to developing young peoples' independence with an ability to establish and maintain professional boundaries and effective working relationships.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. Empathy with the cause of homelessness amongst young people and the barriers they face.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Ability to provide high quality support whilst managing challenging situations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Understanding of risk management procedures in a 24-hour accommodation-based setting and the skills to apply these or the ability to learn.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6. Awareness of and ability to undertake effective housing management responsibilities in a 24-hour accommodation-based service.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7. Awareness of relevant health and safety issues and how this affects you, young people, colleagues and other stakeholders and an ability to manage them.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8. Sound administrative and record keeping skills with a working knowledge of common IT packages and software.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Ability to communicate clearly, both orally and in writing.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Requirement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

10. Ability to work weekends (including evenings).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Desirable		
11. An understanding of Psychologically Informed Environments and how they apply to this service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>