

JOB DESCRIPTION AND PERSONAL SPECIFICATION

Live in Support Warden

Place of Work: Bradbury House, Durngate Place, Winchester SO23 8DX

Reports to: Operations Manager

Aims: To live in as a support worker for the residents of Alleyne House, providing a safe and caring environment to promote independent living and the ability to move on to permanent accommodation for the residents.

Pay : £21,220 - £23,876 (depending on relevant experience)

£11.66 - £13.12 per hour

Hours: 35 hours per week with accommodation

Responsibilities

1. Actively publicise and promote the work of Trinity to maximise awareness to relevant organisations and potential service users
2. Set a safe environment within Alleyne House, complying with H&S policy. This will include the monitoring of CCTV and being aware of the need to call off site support when necessary.
3. Work closely and build a rapport with service users, building confidence, personal growth and self esteem offering weekly support sessions and opportunities to access classes, employment and permanent accommodation.
4. Give advice and information on a range of issues relevant to service users including benefits, housing, health, and encourage the take-up of in-house and existing voluntary and statutory support services in the area
5. To be aware of local and national services; liaise with partner agencies and the Police; attend multi agency meetings and develop and maintain formal links with such agencies in order to protect service users from harm and to enable better access to services and seamless care-pathways
6. Be aware of procedures for dealing with crisis and emergency situations relating to for example health and Safeguarding.

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7. Pass on to Operations Manager and to other colleagues any incident which may have relevance to the service user's health and safety or emotional wellbeing
8. Maintain appropriate monitoring systems, collating data/statistics as required for Audit
9. Report to Operations Manager on daily basis and update database and outcome reports regularly to enable progress reports available for the Senior Management Team and Board of Trustees.
10. Attend external meetings, team meetings and training sessions as required
11. Be available to work a one in four Saturday morning rota and ad hoc fundraising events
12. Adhere to the Policies of Trinity Winchester, especially in respect to Equal Opportunities, Health and Safety and Confidentiality and Child and Vulnerable Adult Protection
13. Assist in the day-to-day operation of Trinity Winchester, undertaking duties as required

This is a live-in position which will require the warden to be aware of the safety of the building outside of working hours, with this in mind we will be offering a competitive rate of pay with an attractive low cost living package.

Apply by sending an up to date C.V to
hannah@trinitywinchester.org.uk

Please use the person spec as guidance below:

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Person Specification

Project Worker

Skill/Attribute	Rating	Assessed by	
Qualification and/or Experience in homelessness: Proven experience of working in this field	Essential	Application	
To demonstrate an understanding of the specific needs of/issues faced by people affected by homelessness and/or poverty	Essential	Application/ Interview	
Qualification and/or Experience in substance misuse field: To demonstrate an understanding of the specific needs of/issues faced by people affected by substance misuse	Desirable	Application/ Interview	
To have sound knowledge of drugs and their effects; an understanding of addiction and knowledge of current legislation relating to drugs misuse	Essential	Application/ Interview	
To have a working knowledge of systems relating to benefits, housing, employment and education etc.	Essential	Application/ Interview	
Oral communication: To communicate positively, sympathetically and patiently with clients and people at all levels within the organization. To deal effectively with members of the public and others, including relating to the Board of Directors and members of the Advisory Committee	Essential	Application/ Interview	

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Live in Support Warden

Written communication: To take notes, prepare correspondence and prepare and present reports to the General Manager, and maintain client files as required. Demonstrate an understanding of the importance of data quality and client confidentiality	Essential	Application/ Interview	
Personal attributes: Ability to work as part of a team and motivate others	Essential	Application/ Interview	
Ability to be flexible and use own initiative	Essential	Application/ Interview	
Ability to assess risk, manage demanding situations, make decisions and seek support when necessary	Essential	Application/ Interview	
I.T and Computer Literacy: Competent I.T. skills, including use of Word and Excel in order to effectively communicate with clients, other agencies and professionals, statutory bodies and to produce reports and other paperwork on behalf of clients and Trinity	Desirable	Application	
Partnership Working: Enthusiasm for developing effective partnership working arrangements with other agencies in order to enhance the overall service available to vulnerable service users	Essential	Application/ Interview	
Conduct and Confidentiality: Conduct duties in a professional manner maintaining levels of confidentiality appropriate to the situation in accordance with Trinity Winchester's confidentiality policy	Essential	Application/ Interview	
Awareness of Equal Opportunities: To be aware of the impact of discriminatory behaviour and conduct on others and to support Trinity's standards and practices in employment and delivery	Essential	Application/ Interview	