



JOB DESCRIPTION

JOB TITLE:	Live in Duty Worker Internship and Driver Fixed Term 12 months
BASED AT:	Women’s Centre, Bramall House, Skipton Road, Harrogate, HG3 2LP
SALARY:	Permitted work scheme – 15.5 hours/week + voluntary hours
REPORTING TO:	Centre Manager(CM) Support Worker (SW)
MAIN PURPOSE OF JOB	
<ol style="list-style-type: none"> 1. As a live in Student / Internship of 12 months gaining work experience whilst studying up to NVQ level qualification or above. 2. To assist the Centre Support Worker in their role and provide direct and practical help, care and support to all HLT Residents including driving the centre vehicle to transport residents to and from appointments and collecting donations made to the charity and any other driving requests where required. 3. To maintain the highest levels of care in accordance with the charity’s Christian mission, vision policies and procedures. 	
KEY RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. To support and implement daily and weekly tasks at the centre. 2. To ensure that the resident’s best interests are supported. 3. To work with other staff colleagues to ensure that all required standards are met and audit inspection issues are dealt with within the time frame agreed. 4. To ensure the implementation of Health and Safety responsibilities in accordance with the required standards. 5. To maintain confidential information in support of all areas in the charity. 6. Attend to servicing of the self-catering cottage, forming part of the funding model of the charity at Bramall House. 7. To understand the Intern role may be directed by the CM or SW from time to time, to carry out any other duties commensurate with the role. 	



PERSONAL SPECIFICATION

Qualifications and Training	Essential	Desirable
A Full Driving Licence	yes	
Substance addition training (various)		yes
Experience		
The implementation of policies and procedures	yes	
Dealing with individuals recovering from life controlling addictions, in particular, drugs and alcohol		yes
Skills		
Able to work on own initiative	yes	
Able to use Microsoft Office packages including Outlook, Word, Excel and Access		yes
People interpersonal skills/being able to relate to all kinds of people	yes	
Excellent communication and organisational skills	yes	
Time management skills	yes	
Personal Qualities		
Having empathy for the students using the services of Horizon Life Training	yes	
Demonstrating a high level of Christian maturity, a vibrant faith and strong desire to see lives restored	yes	
Influential assertive leadership	yes	
Other/Christian Faith		
Under the provisions of the Employment Equality (Religion and Belief) Regulations 2003, commitment to the Christian Faith is regarded as “a genuine and determining occupational requirement” to pursue the objectives of the Charity. This will usually be evidenced by the post holder’s current involvement in the life of a Christian community.	yes	