



SUPPORT WORKER JOB DESCRIPTION

JOB TITLE:

Male Support Worker

BASED AT:

Men's Centre, Kennel Hall Farm,
Harrogate

REPORTING TO:

Horizon Life Training Centre Manager (CM)

MAIN PURPOSE OF JOB

1. Under the supervision of the (CM) to maintain the highest levels of care in accordance with the Charity's Christian mission, vision, policies and procedures.
2. To provide direct and practical help, care and support to the HLT Residents.
3. To Support residents on their journey of development and learning the skills necessary to attain future employment,

KEY RESPONSIBILITIES

1. Represent Horizon Life Training as an ambassador for our work through presentations, new referral applications and community relations
2. Provide direct and practical help, care and support to residents at HLT where required
3. Assist residents to discover their chosen vocation and align to a community work experience placement
4. Provide goal and development plans, complete case notes and all other administration duties required for the role
5. Seek new volunteer work experience placements within community
6. Work closely in partnership with all education training providers and colleges enrolling residents onto the relevant courses in line with their chosen vocation.
7. Seek, attend and maintain networking opportunities and partnerships within community to aid the ongoing support of our residents
8. Complete weekly 1:1 key working sessions to monitor resident progress and maintain momentum for each resident
9. Complete and lead work duty rotas, laundry rotas, cooking rota's and general upkeep of the centre

10. Complete room checks ensuring all residents are in line with their Licence Agreement re cleanliness, hygiene and health and safety
11. Complete drug, alcohol and smoking tests on residents following procedures, along with supporting the manager in resident evictions.
12. Ensure all food supplies and kitchen supplies are replenished and complete weekly menus as required
13. Ensure that the residents best interests are supported and person centred
14. To ensure the residence is kept to the required health and safety standards. Reporting faults and issues on the premises to the CM in a timely way including equipment and buildings of the residence and commercial units.
15. Assist residents to appointments and fulfil any other driving requirements in support of the residents and centre needs such as Outreach work, Acts of Kindness in community, conferences etc.
16. Ensure Health and safety responsibilities are in accordance with required standards.
17. Maintain confidential information in support of all areas in the charity.
18. The post holder may be directed by the CM from time to time, to carry out any other duties commensurate with the post.

PERSONAL SPECIFICATION

Qualifications and Training	Essential	Desirable
Level 2 or above NVQ in Health and Adult Social Care	Yes	Yes
Level 3 in Health and Adult Social care, (or similar), or willing to work towards	Yes	
A Full Driving Licence	Yes	
Substance addiction training (various)		
Experience		
Minimum of 2 years' experience working in the care sector or similar	Yes	
Assistant supervisory role managing residents within a care service including handling conflicts and disputes	Yes	
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	Yes	
Having empathy for those in recovery from addiction	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. As an expression of his/her Christian faith and commitment, it is anticipated that the post holder would be willing to be involved in the activities of the churches and organisations supporting Horizon. This does not mean that the Charity expects unpaid work, but rather a flexible attitude towards times and hours.	Yes	