

Job Description

Assistant Key Worker Cyrenians Communities

16 hours per week. Initially funded for 1 year.

For 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has served those on the edge; working with the homeless and vulnerable to transform their lives.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality through our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

Compassion: We believe that everyone should have the chance to change, no matter how long that might take.

Respect: We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

Integrity: We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

Innovation: We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

1 General

Cyrenians operates four residential communities which provide accommodation and support to vulnerable individuals. (Cyrenians Farm, City Community, Village community and Crighton Place Community). The part time Assistant Keyworkers role is for the Crighton Place Community, which offers support and accommodation to people recovering from a period of poor mental health. The purpose of the Communities is to provide a safe and stable environment for people to live, learn and develop together. Our unique approach to supported accommodation helps people to develop their skills through ongoing support and opportunities for personal development, with the key outcomes being;

- To work with Key Workers to increase the ability of people to live more independently in the future including reducing and where possible, ending dependency on housing support
- To work with Key Workers to look at increasing the contribution people want to and can make to wider society through volunteering and, if possible formal work experience and training

- To help to improve the ability of people to access community resources and networks such as libraries, GPs, social activities etc.

This role involves supporting residents, communicating with other support agencies and ensuring our residents are given the chance to take positive steps forward. Alongside these, you will work to ensure that Cyrenians Community model is adhered to and developed; and that the quality of service remains high.

Post holders will be required to work evenings and weekends, as part of a rolling rota, and be part of the on call responder service. This service uses assisted technologies in the evening, however if any of the residents are experiencing poor mental health a sleepover service may be required.

2 Tasks and Responsibilities

Support people in the community house

- Assist with assessments of people referred to the Communities
- Assist with inductions to new Community members
- Provide regular support; to assess progress against planned milestones and goals, demonstrating distance travelled
- Assist with reviewing and ending cases according to model
- Administer medication to residents (training will be provided)
- Offer support to other Communities where needed.

Support the life of the community including organisation of activities, household routine, and conflict management

- Be part of community meetings to plan community events/activity and to handle conflict constructively
- Participate in training and reflective practice, using the Cyrenians key worker model
- Support the community to ensure a smooth running household routine; including cleaning and cooking.

Champion the theory associated with the Cyrenians Community model

- Work with the team to assess and minimise the risks to support, and maintain people in the service
- Link with Cyrenians Enterprises to ensure residents have opportunities for volunteering, training and/or work experience
- Ensure full involvement by all community members in planning and developing the service.

Support excellence and continuous improvement

- Work in line with service policies and procedures, assisting in the development of best practice
- Participate in the development of new activities.

Participate in planning, monitoring and evaluating the service

- Ensure that records are kept up to date and comply with funders monitoring requirements
- Regularly monitor and report on activity in line with the Charity's systems
- Participate in learning and training associated with planning, monitoring and evaluation.

Support the marketing of the service to ensure all places in the Communities are fully utilised by vulnerable people

- Assist with the promotion of the service through engagement with other agencies, attendance at networking meetings etc.
- Attend meetings and events as required
- Keep up to date with changes and developments in the field as agreed with your line manager the Service and Senior Service Manager.

On-Call responder service support

- The staff team are required to provide on-call responder support out of hours and over the weekends
- This is done on a rota system which staff cover approx. 1 week in 6 (with some flexibility to ensure holidays and absence are covered)
- This involves providing telephone support if difficult situations arise which require staff input in decision making
- With a requirement to attend where needed
- Payment for on-call responder service support is made separately.

3 Person Specification

Knowledge and Experience	
Excellent interpersonal skills	Essential
Have a caring attitude towards people	Essential
At least 1 year experience of working with vulnerable people in a one-to-one capacity or/and group settings	Desirable
Experience of medication administration	Desirable
Enable people to move into learning and training, whatever their presenting issues	Desirable
Experience of working with volunteers	Desirable
Following policies and procedures to implement best practice	Essential

Use of organisational systems to monitor progress and demonstrate impact	Desirable
Work with the team to assess, support and take calculated risks with vulnerable people	Desirable
Commitment to quality assurance and high standards in service delivery	Essential
Good communication and IT skills	Essential
Excellent organisational skills	Essential
Liaising with referring organisations and other professional networks	Essential
Ability and sharing knowledge in a small team	Essential
Qualifications and training	
SVQ or equivalent to level 2 or above	Desirable
Values and attributes	
Passionate about enabling vulnerable people to overcome problems and reach their potential	Essential
Calm, strong and positive in dealing with difficult situations including crisis and conflict	Essential
Motivate people to be active, positive and constructive	Essential
Energy, drive and enthusiasm to ensure the service and all those involved in it thrive	Essential
Committed to supporting the Team to develop the Communities	Essential
A positive, pragmatic team member	Essential
Committed to service excellence and continuous improvement	Essential

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via the Chief Executive of Cyrenians)
<u>Line Manager:</u>	Senior Key Worker
<u>Liaison with:</u>	Communities Team
<u>Workplace:</u>	Edinburgh
<u>Working Hours:</u>	16 hours per week, with evenings and weekends required
<u>Annual Leave</u>	25 days annual leave and 10 public holidays per annum (pro rata)
<u>Salary:</u>	£9.00 per hour (living wage rate)
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 3% employee and 2% employer, increasing to 5% employee and 3% employer on 01 April 2019. Option of enhanced

Funding: Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)
Initially 12 month contract, with expectation of extended funding.

Disclosure and registration: PVG scheme membership.
SSSC registration required within 6 months of starting post.

5 Application deadline and Interview dates

Closing date: 12 noon on Monday 30th September
Interview date: Wednesday 9th Oct 19
Stage 2 date: TBC

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.