

**Support Assistant – Edinburgh**

**March 2022**

**Job Description**

**Job Title:** Support Assistant – Edinburgh

**Grade:** 1

**Location:** 55 Albany Street, Edinburgh

**Salary:** £17,908 - £21,278 per annum (depending on experience)

**Mission Statement**

Rock Trust aims to prevent youth homelessness and to support young people to build better futures.

**Context**

We are looking for an enthusiastic and passionate Support Assistant to join our service in Edinburgh. The Bedrock Service, funded by City of Edinburgh Council, provides support and accommodation to young people. The Support Assistant will provide practical and emotional support to young people aged 16-25 who:

* Are homeless or at risk of homelessness and require support and accommodation to meet their personal, practical and emotional needs
* Are care experienced and preparing for a move to more permanent accommodation

The Support Assistant will be a key member of the team, working directly with young people on a 1:1 basis across Edinburgh. The Support Assistant will work in the community, in partner organisations, and in young people’s tenancies. The aim of the Support Assistant is to ensure that a young person’s experience of homelessness is rare, brief and non-recurring.

The Support Assistant will work alongside the Project Worker and will be guided on support requirements. The Support Assistant will provide practical support to young people and the majority of their work will be working directly with young people and families. The Project Worker is responsible for case management and will lead on coordinating with other agencies.

**Reporting to**

Project Worker/Team Leader

**Job Description**

* To be responsible for the direct provision of practical, personal/emotional, and social support to young people aged 16-25.
* To assist young people to set up and maintain their tenancies (including help with decoration, furnishing, cleaning etc).
* To work in a person-centred way in the delivery of support.
* To assist young people to access external supports/agencies/resources as identified in their support plans.
* To assist young people to access education, employment, training, and volunteering opportunities.
* To assist young people to move into new tenancies.
* To work with young people and their families/carers, assessing their needs and engaging with partner organisations to provide support to maintain home living.
* To ensure that a record of support work is maintained
* To contribute to achieving the agreed standards of service and targets reflecting the aims and objectives of Rock Trust, service level agreements or guidelines provided by statutory and regulatory authorities.
* To ensure a thorough awareness, application and adherence of organisational policy and to contribute to the adoption and promotion of good practice, these being reviewed on a regular basis.

The Support Assistant will maintain an up to date knowledge of all relevant

legislation, policies, and good practice. It is the organisation’s desire to

encourage and enable the personal and professional development of members

of staff. The Support Assistant will undertake such appropriate training as is

necessary to facilitate this.

**This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the Rock Trust at any time after discussion with the post holder.**

**Person Specification**

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| **Area** | **Essential** | **Desirable** |
| A practice qualification recognised by the SSSC for ‘support workers in a housing support service’, or **willingness to work towards one** within SSSC conditional registration timescales. | **X** |  |
| Knowledge of Basic Welfare Rights, Life-skills, Homelessness |  | **X** |
| **Experience** |  |  |
| Direct work with young socially excluded people |  | **X** |
| Advocacy work on behalf of young people |  | **X** |
| Working with volunteers |  | **X** |
| **Aptitudes and Skills** |  |  |
| Good Communicator - verbal and written | **X** |  |
| Ability to work on own, and to use initiative | **X** |  |
| Ability to work as part of a small team | **X** |  |
| Ability/willingness to learn new skills | **X** |  |
| Professional in attitude, behaviour and practice | **X** |  |
| Ability to enable personal growth in young people |  | **X** |
| Ability to teach practical and domestic skills to young people |  | **X** |
| Problem assessment and problem solving skills | **X** |  |
| **Personal Qualities** |  |  |
| Highly motivated, flexible, adaptable and enthusiastic | **X** |  |
| Able to interact positively with colleagues, volunteers and to prioritise needs of young people | **X** |  |
| Non-judgemental in attitude | **X** |  |
| **Other** |  |  |
| Willingness and ability to work unsocial hours | **X** |  |
| Full UK driving license and access to a car |  | **X** |