

Job Description

Key Worker, LEAP Out of Hours Care Project

Part time 7.5 - 30 hours per week (one evening a week and weekend days). Funded until April 2023 in first instance.

For over 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has tackled the causes and consequences of homelessness.

We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures. That's why all our work is values-led and relationships-based. We meet people where they are, and support them towards where they want to be.

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 services recognise the links between substance misuse and homelessness and are committed in supporting people access the help they need to reduce harm to themselves and the community - and to maximise recovery.

Lothian and Edinburgh Abstinence Project (LEAP) is an intensive programme for up to 8 people who want to stop drinking or using drugs. The programme is delivered over 12 weeks and participants attend a structured group work programme during the week.

During the programme participants live within a therapeutic community. (Out of hours care). Cyrenians staff provide key work support from the community, providing a safe place to live, maximising engagement with the programme through the reinforcement of key messages, emotional support and facilitating opportunities to give and receive peer support out with the core programme hours.

We are seeking a key worker to be part of a team supporting this community on their individual paths to recovery. This role involves supporting people at the place of their accommodation, in the evenings and on weekends.

The role will be required to be on-call as part of a rota system as back up to the overnight key worker. This will be remunerated separately.

2 Tasks and Responsibilities

Support and encouragement

- To provide emotional support to participants during shifts.
- Encourage participants to engage in activities, take on additional responsibilities and attend mutual aid meetings.
- To monitor significant changes in mood or participation, sharing with the programme therapy team as deemed necessary.
- To create and uphold a culture of respect and equality.
- To support the community to manage difference and resolve conflict in an appropriate manner.
- Support community members to adhere to their treatment 'contract'.

Wellbeing activities

- Support the group with preparation and sharing of meals together.
- To welcome and host weekend in-reach peer workers and mutual aid visitors.
- To develop, alongside the community, a range of therapeutic and healthy activities which promote wellbeing (e.g. alternative therapies, exercise, group socialising).

Building safety and security

- To ensure that the building is kept safe and secure.
- Support and encourage residents to be responsible for the shared environment and their own rooms and belongings.
- To ensure that health and safety procedures are adhered to by residents and those visiting the building.
- Communicate any maintenance issues to the Senior Key Worker and Building Manager.
- Ensure fire assessment sheets are completed daily.
- Complete weekend-specific building requirements such as flushing the water system.
- Oversee hygiene and cleanliness in the kitchen at the weekends.

Monitoring and evaluation

- Keep accurate and up to date records relating to the work you are carrying out.
- Contribute to the services monitoring and evaluation systems.
- Support the Service Manager with content for reports.
- Complete training in Cyrenians' database system and input records as required.

Communication, Meetings and Events

- Provide/ receive handover from the core programme's therapy team and colleagues during shift change.
- Respond to any incoming enquiries with strict adherence to data protection.
- Attend and contribute to planning or team building events with wider LEAP staff team.
- Attend and contribute to team meetings and Cyrenians staff conference.
- Represent the work of the project at other relevant meetings and events.

Administrative tasks

- Writing up handover information, record-keeping, petty cash recording.
- Other admin tasks as required.

3 Person Specification

Knowledge and Experience	
Experience of working with and supporting vulnerable individuals or groups	Essential
Experience of working in a residential setting	Desirable
Knowledge of issues that lead to or affect addiction and recovery	Essential
Understanding of peer and mutual aid support	Essential
Experience of monitoring and evaluating work	Desirable
Lived experience of recovery	Desirable
Qualifications	
Trauma Informed Practice	Desirable
First Aid Training	Desirable
Fire Warden Training	Desirable
Food hygiene	Desirable
Skills	
Excellent organisational skills	Essential
Confident decision maker and able to work autonomously	Essential
Proven ability to establish relationships with people – excellent interpersonal skills	Essential
Values and attributes	
Passionate about enabling vulnerable people to overcome problems and reach their potential	Essential

Creative and innovative problem solver	Essential
Respectful of others	Essential
Energy, drive and enthusiasm to ensure the service and all those involved in it thrive	Essential
Strong personal boundaries	Essential

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via Cyrenians Chief Executive Officer)
<u>Line Manager:</u>	Cyrenians Senior keyworker
<u>Liaison with:</u>	Lothian and Edinburgh Abstinence Project
<u>Workplace:</u>	Firrhill, Edinburgh
<u>Working Hours:</u>	7.5 to 30 hours per week (1 weekday, Saturday and Sunday shifts) <ul style="list-style-type: none"> • Weekday is a 3.30pm – 10.00pm shift • Saturday is a 12pm – 10.00pm shift • Sunday is a 9.30am – 10.00pm shift • 1 hour is added to allow attendance at weekly team meeting (these are on a weekday, days and times vary)
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)
<u>Salary:</u>	£22,622 pro rata (scale points 20). This equates to £4,585 per annum for a 7.5 hour week, up to £18,342 per annum for a 30 hour week
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced 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%)
<u>Funding:</u>	Currently funded until 30 th April 2023, potential for continuation subject to renewed funding.
<u>Disclosure:</u>	PVG membership required

6 Application deadline and Interview dates

<u>Closing date:</u>	12 noon on Monday 17 th October 2022
<u>Interview date:</u>	31 st October 2022
<u>Second stage:</u>	TBC

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