

## Job Description

### **Key Worker (weekends) LEAP Out of Hours Care Project.**

**Part time 22.75 hours per week (Saturday 12 noon to Sunday 9:45am plus a 1-hour team meeting during the week)**

Funded until March 2025 in first instance.

For over 50 years, Cyrenians 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.

Our mission is to tackle the causes and consequences of homelessness through learning from lived experience; by delivering targeted services which focus on prevention, early intervention and support into a home; and by influencing changes in legislation and policy.

Our way of working is built on four core values, which are at the heart of all our work and decisions:

**Compassion      Respect      Integrity      Innovation**

[Read more about us and our values](#)

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## **1    General**

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### **About the service**

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

The NHS Lothian and Edinburgh Abstinence Project (LEAP) is an intensive programme for those who want to stop drinking or using drugs. The programme is delivered over 12 weeks and participants attend a structured programme Monday to Friday and Saturday mornings at Woodlands House.

During the programme up to 11 participants at a time live within our therapeutic community, where we provide a supportive and safe space outside of the structured programme, maximising engagement.

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 their place of accommodation on weekends.

***This post involves lone working with support from an on-call system, and handovers from colleagues at key times.***

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## **2 Tasks and Responsibilities**

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### **Support and encouragement**

- To provide emotional support to participants during shifts.
- Encourage participants to engage in activities and attend mutual aid meetings.
- Monitor significant changes in mood or participation, sharing with the programme therapy team as deemed necessary.
- Create and uphold a culture of respect and equality.
- Support the community to manage difference and resolve conflict in an appropriate manner.
- Support community members to adhere their treatment 'contract'.
- Work in-line with Care Inspectorate guidelines and Health and Social Care Standards.

### **Wellbeing activities**

- Support the group with preparation and sharing of meals together.
- Welcome and host weekend in-reach peer workers.
- Welcome and host weekend mutual aid visitors.
- Support the Senior Keyworker to produce a wellbeing programme based on the needs of the residents.

### **Building safety and security**

- 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.
- Communicate any maintenance issues to the Senior Key worker and Service Manager.
- Ensure fire safety walkaround sheets are completed.
- Ensure hygiene and cleanliness in the kitchen are upheld.

### **Monitoring and evaluation**

- Keep accurate and up to date resident records on Lamplight (Cyrenians client database).

### **Communication, Meetings and Events**

- Provide/receive handover to the therapy team from the core programme and colleagues during shift change.

- Respond to any incoming enquiries with strict adherence to data protection.

**Training and Development**

- Attend and participate in weekly LEAP team meetings, planning sessions and Cyrenians staff forums
- Participate in regular support and supervision and annual review of performance and service
- Attend relevant internal and external networking opportunities and events
- Complete SSSC required training and Cyrenians internal training
- Work within service policies and procedures, promoting best practice

**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 managed on a rota system, with days agreed in advance each month (with flexibility to ensure holidays and absence are covered).

This involves providing telephone support if difficult situations arise that require staff input and/or decision making, with a requirement to attend where needed.

On-Call responder service support is remunerated separately.

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### **3 Person Specification**

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<b>Knowledge and Experience</b>	
Experience of working with and supporting vulnerable individuals or groups	Essential
Knowledge of issues that lead to or affect addiction and recovery	Essential
Experience of working in a residential setting	Desirable
Understanding of peer and mutual aid support	Desirable
Experience of monitoring and evaluating work	Desirable
Lived experience of recovery	Desirable
<b>Qualifications</b>	
Relevant training such as: Trauma Informed Practice, First Aid Training, Fire Warden Training, Food hygiene	Desirable
<b>Skills and attributes</b>	
Excellent organisational skills	Essential
Confident decision maker and able to work autonomously	Essential

Excellent relationship building skills and strong personal boundaries	Essential
Patient and respectful of all people, whatever their background or presenting behavior	Essential

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## 4 Terms & Conditions

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<u>Employer:</u>	Cyrenians
<u>Line Manager:</u>	LEAP Out of Hours Care Senior Key Worker
<u>Workplace:</u>	Marchfield, Edinburgh
<u>Working Hours:</u>	Saturday 12 noon to Sunday 9:45am (this includes a 7-hour sleeping shift) plus 1 hour team meeting per week (held on a weekday)
<u>Annual Leave</u>	25 days plus 10 public holidays pro-rata
<u>Salary:</u>	£25,101 pro rata (scale point 20) for waking hours. Sleeping hours are paid at £12 per hour. This equates to <b>£15,304 per annum for a 22.75-hour week.</b>
<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>Disclosure and registration:</u>	PVG scheme membership required. Applicants must be registered or eligible for registration with the SSSC.
<u>Funding</u>	Initially funded until 31 <sup>st</sup> March 2025

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## 5 Application deadline and Interview dates

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<u>Closing date:</u>	12 noon on Monday 14 <sup>th</sup> October 2024
<u>Interview date:</u>	Week beginning 28 <sup>th</sup> October 2024
<u>Stage 2 date:</u>	TBC

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