

Job Description

Assistant Key Worker – Crighton Place Community

Part time - 18 hours per week worked over 3 fixed days including evenings (3.00pm – 9.00pm) and weekends.

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

Compassion | Respect | Integrity | Innovation

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

1 General

About the Service

Cyrenians operates five residential communities that provide accommodation and support to vulnerable individuals (Cyrenians Farm, City Community, Village community, Lotus Community and Crighton Place Community).

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 through ongoing support and opportunities to participate in the decisions which impact them. Crighton Place Community offers support and accommodation for up to 4 people as they recover from a period of poor mental health.

About the role

The Assistant Keyworker will work alongside Keyworkers to provide support to individuals living in the community; this includes helping residents with household chores, cooking, and administering medication. They will contribute to creating a safe and supportive environment and encourage residents to take part in activities and benefit from opportunities in the wider community.

Post-holders will be required to work evenings and weekends and to participate in the on-call responder service. This service uses assisted technology in the evenings, so sleepovers are not required.

Smoking tobacco in the flat is not permitted. However, some community residents may vape, and the post holder may therefore be exposed to second-hand vapour.

2 Tasks and Responsibilities

Support people in the community house

- Assist with inductions to new Community members
- Provide regular support; to assess progress against planned milestones and goals, demonstrating distance travelled
- Administer medication to residents (training will be provided)

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.

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.

Practical requirements

The role is based in a third-floor flat with internal stairs and requires regular movement throughout the property. It involves practical household tasks, including cleaning, cooking, and supporting residents with day-to-day activities. Smoking tobacco in the flat is not permitted. However, some community residents may vape, and the post holder may therefore be exposed to second-hand vapour. The post may involve lone working and participation in the on-call responder rota, including attending the service out of hours where required. SSSC registration is required within three months of starting the role.

3 Person Specification

Knowledge and Experience	
Effective communication and IT skills	Essential
Excellent organisational skills	Essential
Ability to adhere to policies and procedures to implement best practice	Essential
Proven experience of working with vulnerable people in a one-to-one capacity or/and group settings	Desirable
Experience of medication administration	Desirable
Experience of working with volunteers	Desirable
Use of organisational systems to monitor progress and demonstrate impact	Desirable
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
Commitment to quality assurance and high standards in service delivery	Essential
Calm, strong and positive in dealing with difficult situations including crisis and conflict	Essential
Ability to motivate people to be active, positive and constructive	Essential

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Line Manager:</u>	Senior Key Worker – Crighton Place
<u>Workplace:</u>	Crighton Place, Leith Walk, Edinburgh
<u>Working Hours:</u>	18 hours per week worked over 3 fixed days including evenings (3.00pm – 9.00pm) and weekends.
<u>Annual Leave:</u>	28 days annual leave and 10 public holidays per annum (pro rata)
<u>Salary:</u>	£25,967 - £26,754 per annum pro rata (SCP 16-19). This equates to £12,633 per annum for an 18-hour week at SCP16.
<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:</u>	PVG scheme membership for Adults required
<u>SSSC Registration:</u>	SSSC registration required within 3 months of starting post.

5 Application deadline and Interview dates

Closing date: Monday 31st August at 12 noon
Interview date: Interviews will be held on Wednesday 9th September
Second stage: To be confirmed

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