



Job Reference 0015 - 0007

Role of Supported Housing Worker, Dunfermline

Thank you for your interest in working with us. This job pack contains a copy of the advert as well as the job description and person specification.

The particulars of this post are

- Competitive hourly rate of £8.45 —£8.65 per hour
- Guaranteed rota hours working between 8 am & 10pm
- Access to paid training & continued personal development
- Flexible working pattern over a rolling rota, with alternate weekends off
- Option to work additional bank cover hours via our agency

Trust requires all external applicants to complete our Application Form. This gives us the information on candidates in a consistent way which helps standardise the shortlisting and interview processes.

Your application can be emailed as an attachment to jobs@trusha.org.uk or posted to: Jobs, Trust Housing Association Ltd, 12 New Mart Road, Edinburgh, EH14 1RL no later than the closing date of 12 noon on Monday 26th June 2017.

Our interview shortlist is determined by how you match up against the skills and experience the role demands and only successful applicants will be contacted again to attend the interview.

May I take this opportunity to thank you for your interest in working with us and wish you every success for the future.

Regards

Sharon Chalmers

Sharon Chalmers
HR Assistant
0131 444 1200



Role: Supported Housing Worker
Salary: £8.45 - £8.65 per hour
Location: Dunfermline, KY11 4SJ
Job type: Permanent/Part Time
Job Ref: 0015 – 0007
Closing Date: Monday 26th June 2017



Trust Housing Association Ltd has an exciting opportunity for a **Supported Housing Worker** to join our supported housing service at Whitelaw Court, Dunfermline.

In return for your enthusiasm and commitment as a Supported Housing Worker we will offer you: -

Competitive hourly rate of £8.45 —£8.65 per hour

Guaranteed rota hours working between 8 am & 10pm

Option to work additional bank cover hours via our agency

Trust Housing Association is a national housing, support and care provider, offering a range of accommodation and support services. Primarily serving older people in our communities we also provide housing for families and individuals. We have over 2,500 households across the length and breadth of Scotland, from the Highlands and Islands all the way down to the Borders.

To ensure that we are able to offer the best service to our tenants we are looking to recruit a Supported Housing Worker to make it possible for tenants to continue enjoying as much independent living as they're able. As one of our Supported Housing Workers you will be required to work 16.75 hours per week including some evenings and weekends. It'll be rewarding looking after those who rely on the support and dedication you'll bring to this important role. Ideally, you will have worked with older people or other vulnerable members of a community, so you will understand their needs and know how to meet these.

To apply for our post of Supported Housing Worker please obtain a copy of our job pack which includes the full job description and person specification.

Trust requires all external applicants to complete an Application Form. This gives us the information on candidates in a consistent way which helps standardise the shortlisting and interview processes.

Your application can be emailed as an attachment or posted to: Jobs, Trust Housing Association Ltd, 12 New Mart Road, Edinburgh, EH14 1RL no later than 12 noon on the closing date stated.

Trust is an Investor in People Gold accredited employer, a Leader in Diversity and a great place to work.

We are an equal opportunities employer and welcome applications from all sections of the community.

Trust Housing Association is a Registered Scottish Charity- SC009086



Job Description

POST:
Supported Housing Worker

LOCATION:
Development Based

PURPOSE OF JOB

The Supported Housing Worker is appointed as a member of the Development's staff team. He/she is primarily responsible, along with other members of the team, for the security, safety and maintenance of the building.

In addition he/she will help in the management of the development thus ensuring that the tenants are able to enjoy an acceptable standard of living in an environment which is clean, safe and allows for unimpeded circulation.

He/she will be responsible for overseeing the well-being of the tenants and for assisting them in maintaining their independence, in so far as they are capable.

He/she will be involved in the planning and preparation of meals.

MAIN DUTIES & ACTIVITIES

To be aware of the policies of Trust Housing Association to the extent that these policies affect the development.

To ensure the pursuance of the aims and objectives of the development.

To work under supervision of the Supported Housing Co-ordinator and to liaise with the other Supported Housing Workers.

In the absence of the Supported Housing Co-ordinator:

to be responsible for the safety and maintenance of the building

to ensure the security of the building and to advise tenants on security matters

to report an maintenance problems to the appropriate department

to test the fire alarm system and any other equipment

to respond to alarm calls and to take appropriate action

to contact appropriate agencies e.g. family carers etc, if assistance is needed.

to supervise the work of the domestics.

To assist tenants in budgeting and the management of their finances, if so requested.

To encourage tenants to participate in, and to help organise communal activities.



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Support tenants in their daily home, and to promote healthy living and self care.

To make sure that the very sheltered tenant's Care Plan is being implemented satisfactorily.

To undertake all the administrative requirements relating to the post e.g. entries into day book, updating personal files etc.

To be involved in the organising and preparation of simple daily meals, taking into consideration any special dietary needs.

To assist in the management of food stores/fridges etc and to adhere to the development's Food Safety Risk Analysis (HACCP).

To undergo appropriate training.

To undertake any other relevant duties as are considered appropriate to the post.

EQUALITY, DIVERSITY AND INCLUSION

Trust is an Investor in Diversity organisation and as such we seek to promote equality, inclusion and diversity in all that we do.

You will be required to:

- Be aware of and engage with Trust' EDI Strategy and Policies, IID and LID action plans surveys, induction & review sessions and focus groups.
- Contribute to EDI discussions in team meetings and share updates and case studies
- Ensure your EDI training is up to date
- Attend EDI learning and networking events
- Access where relevant, EDI information on Trust's intranet
- Be clear of your responsibilities for EDI as a staff team member and the expected behaviours and values set by Trust

Challenge any inappropriate behaviour, bullying or harassment and discrimination and report it through the appropriate channels.

REPORTING ARRANGEMENTS

The post holder reports to the Supported Housing Coordinator who will agree through regular one to one meetings the relative priority to be given to the above tasks.



PERSON PROFILE AND SPECIFICATION

Skills & Abilities	Essential	Desirable
Effective communication skills to be able to liaise and negotiate with internal/external colleagues and tenants.	✓	
Effective written and verbal communication skills; basic numeracy skills.	✓	
The ability to use a computer in a windows environment, in particular Microsoft outlook and word.	✓	
Education, Qualifications, Training & Development	Essential	Desirable
Academic qualifications are not essential however, the post holder must be able to communicate verbally and in writing in a clear and accurate manner.	✓	
SVQ Level 2 or 3 – Health & Social Care		✓
Willingness to undertake appropriate training for the post.	✓	
Other factors and attributes	Essential	Desirable
Satisfactory references and PVG Application	✓	
Experience of and empathy with issues affecting older people, customers in general.	✓	
Equal Opportunities	Essential	Desirable
This organisation is working actively to promote equality of opportunity both in its employment practices and in the delivery of its services. It is essential that the post holder is willing to work in accordance with existing policies and Codes of Practice.	✓	

Signed _____

Dated _____

Print Name _____



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