

JOB DESCRIPTION

JOB TITLE:	Live in Female Support Worker Role
BASED AT:	Women's Centre, Skipton Road, Harrogate
SALARY:	£17,250
REPORTING TO:	Horizon Life Training Centre Manager (CM)
MAIN PURPOSE OF JOB	
<ol style="list-style-type: none">1. Under the supervision of the (CM) to maintain the highest levels of care in accordance with the Charity's Christian mission, vision, policies and procedures.2. As live in Support Worker, to provide direct and practical help, care and support to our female HLT Residents who have come through long term rehabilitation of drugs and or alcohol.3. To Support residents on their journey of development through life skill training, education packages and work based placement opportunities working towards independent living and future employment.4. To Supervise and train Internship	
KEY RESPONSIBILITIES	
<ol style="list-style-type: none">1. To be an example of Christian living with abstinence from smoking, vaping, alcohol and or drugs.2. To ensure that the residents best interests are supported by providing direct and practical help, care and support to residents at HLT.3. To work closely with Colleges and Education providers and seek out volunteer / work based placements to align each resident with their chosen vocation.4. Hold regular 1:1 key working sessions with each resident to ensure practical and spiritual development is maintained.5. Seek and maintain connection with local Church Pastors and support each resident to connecting and becoming rooted in a local Church family.6. Maintain accurate record keeping using a secure on line system and fulfil the required administration duties for the role.7. Maintain confidential information in support of all areas in the charity.8. To delegate and supervise daily and weekly duties at the centre.9. Hold regular meetings with the residents to maintain momentum and moral through prayer and encouragement	

10. To complete weekly food orders and create healthy meal choices/ menu's.
11. To assist in the weekly transportation of residents to appointments and social activities and or placements.
12. To complete the evening welfare checks of the residents and security of the building.
13. To complete regular drug, alcohol and smoking tests on residents to ensure safeguarding of all residents and the centre
14. Complete regular room checks and searches
15. Supervise and train the Internship into a support working role.
16. To ensure the residence is kept to the required standards. To report faults and issues on the premises to the CM in a timely way including equipment and buildings of the residence and commercial units.
17. To ensure all Health and safety responsibilities are met in accordance with required standards
18. To maintain good relations with the commercial tenants in interests of the Charity.
19. To oversee bookings, greeting of guests and house-keeping of the Charity's Cottage rental accommodation.
20. The post holder may be directed by the CM on occasion to complete other duties which fulfil the charities need.

PERSONAL SPECIFICATION

Qualifications and Training	Essential	Desirable
A Full Driving Licence	Yes	
Substance addiction training and experience	Yes	
Experience		
Assistant supervisory role managing residents within a care service including handling conflicts and disputes	Yes	
The implementation of policies and procedures	Yes	
Dealing with individuals recovering from life controlling addictions, in particular, drugs and alcohol	Yes	
Skills		
Able to work on own initiative	Yes	
Able to use Microsoft Office packages including Outlook, Word, Excel and Access	Yes	

People interpersonal skills/being able to relate to all kinds of people		Yes
Excellent communication and organisational skills	Yes	
Time management skills	Yes	
Personal Qualities		
Having empathy for the students using the services of Horizon Life Training	Yes	
Demonstrating a high level of Christian maturity, a vibrant faith and strong desire to see lives restored	Yes	
Influential assertive leadership	Yes	
Other/Christian Faith		
<p>Under the provisions of the Employment Equality (Religion and Belief) Regulations 2003, commitment to the Christian Faith is regarded as “a genuine and determining occupational requirement” to pursue the objectives of the Charity. This will usually be evidenced by the post holder’s current involvement in the life of a Christian community.</p> <p>As an expression of his/her Christian faith and commitment, it is anticipated that the post holder would be willing to be involved in the activities of the churches and organisations supporting Horizon. This does not mean that the Charity expects unpaid work, but rather a flexible attitude towards times and hours.</p>	Yes	