



POST:	ASSISTANT SUPPORT WORKER – HOUSING
LOCATION:	WALLIS HOUSE & BERACAH BEDSIT SCHEMES

1. MAIN PURPOSES AND SCOPE OF THE POST

To undertake a range of tasks involving direct work with residents in Christian Family Concern's two supported housing schemes that are part of a distinctly Christian organisation:

Wallis House Predominantly pregnant young women, young mothers (aged 16–19 years) and their babies

Beracah **First Floor** – Predominantly pregnant women, mothers (over 18 years old) and their babies, with low support needs.

Ground Floor – New accommodation for mothers and babies.

The work seeks to support and empower our clients to increase their parenting and life skills, self-esteem and self-management in order to move on and sustain independent living.

2. ACROSS ALL AREAS OF WORK

- 2.1 To work within Christian Family Concern's policies and procedures, and comply with its aims and objectives.
- 2.2 To work in ways that support and uphold the Christian identity of Christian Family Concern and its central task "to express the love of Christ" in day to day activities.
- 2.3 To ensure CFC's safeguarding policy is implemented and the wellbeing and welfare of children is paramount.
- 2.4 To work in ways that promote equality of access and opportunity, value diversity and inclusion, and comply with the requirements of the 2010 Equality Act.
- 2.5 To be accountable to the Operations Manager (see Reporting Line).
- 2.6 To keep line management informed of all safeguarding, welfare, complaints and health and safety issues as they arise.
- 2.7 Prepare for and participate in:
 - own individual supervision
 - team meetings
 - training as necessary

- 2.8 To maintain written records as appropriate and, when required, to write reports for internal or external use with support of line manager.
- 2.9 To engage with colleagues and managers in order to fully support the effectiveness of the team.

3. SPECIFIC TASKS/DUTIES

- 3.1. To be involved with providing personal support, alongside other team members, to residents in Christian Family Concern's supported housing through:
- Planned individual appointments, in the context of a written support agreement.
 - Working with residents as a group, e.g. house meetings
 - Planned activities off site, e.g. accompanying a resident to a college or clinic.
 - From time to time the opportunity/need may arise to provide support to residents around 'faith-related issues'.
 - Actively promoting client involvement at all times.
- 3.2. To build positive links and work alongside other team members, relevant professionals and outside agencies.
- 3.3. To establish supportive and professional relationship with the client group, and deal effectively with unpredictable and challenging situations in a sensitive and professional manner with support from line manager.
- 3.5 To keep accurate written records of all support work with clients.
- 3.6 From time to time to undertake practical tasks, eg cleaning, assisting residents with moving.
- 3.7 To support clients in maintaining their accommodation, eg keeping up-to-date with their service charge payments, and maintaining a good living environment.
- 3.8 To work in ways that don't compromise their own personal safety, with guidance from the Operations Manager.
- 3.9 Such other duties as may be required. These could involve working in other Units operated by Christian Family Concern.

4. SERVICE CONDITIONS

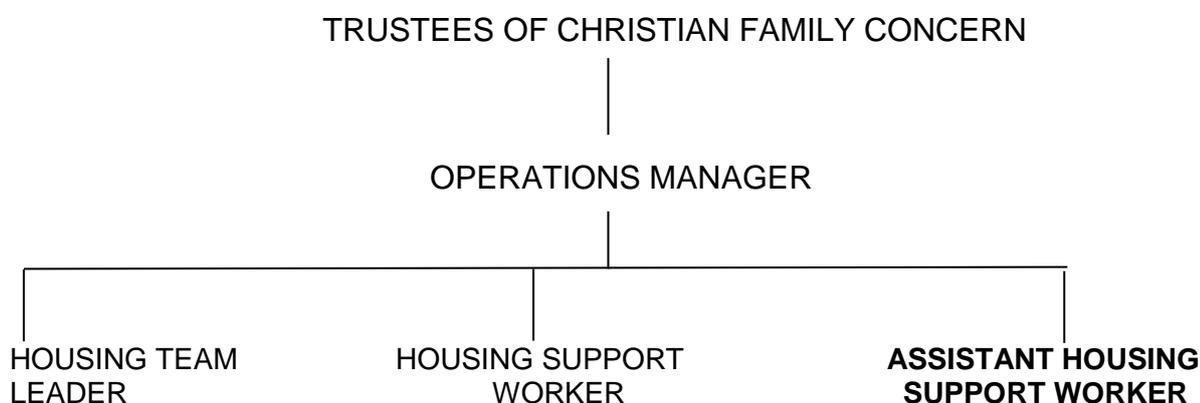
- 4.1 This post is subject to a nine month probationary period, with a formal progress evaluation after three months, after which a first appraisal will be completed and the post-holder will:
- i) be confirmed in post if performance is considered acceptable by CFC; or
 - ii) be asked to complete a further probationary period if CFC considers performance or conduct can be improved to an acceptable standard within that time scale; or
 - iii) be given notice by Christian Family Concern if performance or conduct are not acceptable.

- 4.2 Part time – 20 hours per week, the bulk of which will be worked between 9am and 5pm Monday to Friday although some flexibility will be considered.
- 4.3 This post attracts twenty eight (28) days annual leave pro rata inclusive of public Bank Holidays and five (5) days concessionary leave.
- 4.4 **Salary: £10,400 (£10.20 per hour)**

Staff salaries are reviewed annually in relation to performance, and increases are considered accordingly.

- 4.5 All staff are expected to maintain Christian Family Concern premises as no smoking, alcohol and drug-free areas. The expectation is that the ethics and personal behaviour of staff are seen to be consistent and compatible with the Christian ethos of the organisation.

5. REPORTING LINE



Christian Family Concern is well served by public transport with buses 433 and 64 stopping outside the premises. South Croydon train station is five minutes' walk away, and Lloyd Park Tram Stop is 10 minutes away.