

Application Form+JD (SW-NOV21)

Shelter NI is an equal opportunities employer and welcomes applicants regardless of gender, including gender reassignment, marital or civil partnership status, having or not having dependants, religious belief or political opinion, race, disability, sexual orientation, or age.

APPLICATION FORM

Position: Support Worker (SW-NOV21)

Code: _____ (Official Use Only)

SURNAME:	FORENAME(S):
ADDRESS:	TEL NO:
	MOBILE:
	EMAIL:
NATIONAL INSURANCE NUMBER:	

ACADEMIC QUALIFICATIONS (continue on a separate sheet if necessary)			
YEAR	'O' LEVEL, GCSE, 'A' LEVEL, 'AS' LEVEL, RSA, Other	SUBJECT TAKEN	RESULT

ACADEMIC QUALIFICATIONS (After school e.g. At a college of further education or university)			
COLLEGE/ UNIVERSITY ATTENDED	SUBJECT(S) TAKEN	GRADE/QUALIFICATION OBTAINED	YEAR

EMPLOYMENT HISTORY (INCLUDING ANY VOLUNTARY WORK) – Please start with your present or last employer

From/To	Name & Address of Employer	Position Held and Brief Description of Duties	Reason for Leaving and Final Salary

COURSES ATTENDED (Give details of courses attended relevant to application)

Name of Course	Length of Course	Course Provider	Year

(Continue on a separate sheet if necessary)

MEMBERSHIP OF PROFESSIONAL BODIES EG. CHARTERED INSTITUTE OF HOUSING:

ANY STUDIES BEING UNDETAKEN AT PRESENT:

**ANY OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION
(continue on a separate sheet if necessary)**

Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)

Please be advised that Shelter NI adheres to the Access NI Code of Practice and has a policy on the recruitment of ex-offenders, copies of which are available upon request from Shelter NI Head Office.

The information contained in this application form will be seen only by staff involved in the recruitment and selection process.

We believe that having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and the background of the offence(s).

Do you have a right to work in the UK?

The British Asylum and Immigration Act requires that all successful candidates must provide evidence of their Immigration status and eligibility to work in the UK. You will be asked to provide evidence, if you are called for an interview.

(Please delete as appropriate)

YES/NO

DO YOU HAVE A CURRENT FULL DRIVING LICENCE?

(Please delete as appropriate)

YES/NO

DO YOU OWN/HAVE USE OF A CAR?

YES/NO

Medical Status– Please inform us about any arrangements or adjustments that you may need us to put in place for you in the selection process, such as for an interview or test. This will help us to help you.

If, instead, you would prefer to discuss this with us, please telephone Ânia Gonçalves on 02890247752 as soon as possible.

WHAT LENGTH OF NOTICE WOULD YOU BE REQUIRED TO GIVE YOUR PRESENT EMPLOYER

PLEASE PROVIDE DETAILS OF 2 PEOPLE (NOT DIRECTLY RELATED TO YOU) WILLING TO ACT AS REFEREES. AT LEAST ONE MUST BE ABLE TO COMMENT ON YOUR WORK EXPERIENCE RELATING TO THIS POST (ONE MUST BE YOUR CURRENT OR LAST EMPLOYER)

Name:

Name:

Profession:

Profession:

Address:

Address:

Tel. No.

Tel. No.

Email

Email

STATEMENT OF APPLICANT:

The above information is true to the best of my knowledge and I understand that any answers given which prove to be inaccurate may invalidate my application.

SIGNED: _____

DATED: _____

An application returned by email will be treated as if it were a signed statement.

NOTE TO APPLICANTS:

- Application forms must be completed in full
- CV's will not be accepted
- Application forms received after the deadline date and time will not be accepted
- Please return the Equal Opportunities Monitoring Form
- This position is subject to an Enhanced Access NI check
- If you do not hear from us within one week of the closing date, please assume that you have not been shortlisted on this occasion

The completed application form must be returned to:

info@shelterni.org before:

12.00 midday on Monday 8th December 2021

Applicants short listed will be invited to interviews on 20th December 2021 and these are most likely to be online .

Job Title: Support Worker – Full Time Permanent

Job purpose: The support worker will be responsible for providing high-quality services within the SLATE project. Individual tailored support for up to two years will be delivered to young people aged 16-25 who are homeless or at risk of becoming homeless and have a need for accommodation with support; or young adults aged 18 to 25 who step down to rent independently and need housing support to sustain their tenancy successfully. The support offered aims to promote independence and enable each young person to achieve lasting independent living skills.

Location: Omagh

Hours: 37h hours per week

Monday to Sunday 9.00 am to 9.00 pm in a rota which includes a flexible work pattern. Participation in an out of hours on call rota may be required also.

Responsible to: Area Manager

Salary: NJC Scale 4 Point 7 starting at £20,092 (pro rata)

Closing date: 12 midday on Monday 8th December 2021

Interviews: 20th December 2021

Responsibilities:

- To enable service users to achieve the life skills needed to attain, maintain, and move to successful, stable, and independent tenancies
- To assess the housing and support needs and risks of prospective service users who are homeless or at risk of becoming homeless
- To encourage service users to set and attain realistic and achievable outcomes and to work with them to choose the best paths to meet their needs through creating individual support plans.
- To adopt a non-judgemental approach to each person while applying safeguarding policy and procedure guidance
- To provide emotional and practical health, nutrition, and wellbeing support to service users.
- To advocate on behalf of service users where necessary and to provide relevant information.
- To make community, employment, education and training and other arrangements with appropriate providers
- To establish and maintain good working relationships with external agencies.
- To monitor and record individual progress by a process of regular review.
- To advise service users on benefit entitlements and ensure that their income is maximised.
- To promote service users' involvement and active participation in the Project through online and Covid-19 safe meetings and consultation groups.

Provide a safe and supportive environment

- To enable service users to understand and benefit from Covid-19 guidance: to facilitate online and safe face to face meetings
- To support service users to learn the skills to manage, furnish and maintain their own accommodation.
- To carry out health and safety assessments, follow health and safety procedures and participate in fire drills and audits.
- To identify and report any maintenance and repairs.

Assist the individuals we support to present themselves as valued members of the local community.

- Create opportunities for social and leisure activities and encourage service users to participate.
- Involve service users in a range of facilities and amenities in the local neighbourhood and wider community.

Ensure that the rights of the people we support are always protected and respected.

- Ensure individuals are supported to understand and exercise their rights in the following areas: privacy, choice, participation in decisions affecting their lives, expression of their cultural identity, entitlement to service, feedback on the service they receive and the right to complain, protection of their property, maintaining links with family and friends.

Keep records and participate in administrative tasks.

- To maintain high quality accurate and up-to-date records, databases, and check lists of contact and meetings with service users to ensure effective communication within the team as required by the Senior Support Worker.
- To log all communications with outside agencies and professionals.
- To maintain confidentiality in all written and verbal communication.

Participate in the opportunities provided for training and development.

- Participate in regular supervision to receive support, increase knowledge, identify training needs, evaluate work performance, aid and assess professional development.
- Participate in an annual appraisal co-ordinated by your line manager.
- Attend staff development programmes, training courses, seminars and workshops as required.

Work within, and promote, the policies and procedures of Shelter NI

- Follow organisational policies and procedures
- Understand and respect the need for confidentiality about service users, staff and the organisation as a whole.
- Promote equality of opportunity and respect for diversity.

Be an active member of the Support Service team.

- Help support the work of the team during absences, vacancies, or when a colleague is facing a difficulty or a tight deadline and needs assistance.
- Liaise and coordinate with other team members to provide a cohesive, high quality service.
- Participate in and contribute to team meetings.
- Share with other team members, any previous experience, skills and knowledge, which may be relevant to the team in providing its service.
- Be supportive, respectful and empathic to service users, colleagues and visitors.

General

- Take an active part in fundraising activities.
- To bring to the attention of your Senior Support Worker any deviation from normal practice.

Any other duties may be requested commensurate with the overall purpose of the post as directed by the Senior Support Worker.

NOTE

This position is subject to an Enhanced Access NI check. Copies of the relevant policy on the recruitment

of ex-offenders as well as the Access NI Code of Practice are available on request. Please note that having a criminal record will not necessarily be a bar to obtaining a position with Shelter NI.

Person Specification
Job Title: Support Worker

Criteria	Essential	Desirable	How Assessed
Qualifications	NVQ Level 2 or above in care or equivalent with 2 years' experience in a caring setting	Relevant Honours Degree i.e., housing, social sciences or youth work and 2 years working in a caring setting	Proof of Qualification
Knowledge and Experience	<p>Experience of working with people in a caring role</p> <p>Experience of working with young people who may exhibit challenging behaviours</p> <p>Knowledge of the needs of vulnerable young people who are homeless- knowledge of safeguarding</p> <p>Knowledge of supports available in the community</p> <p>Knowledge of current issues affecting young people that they may be experiencing.</p>	<p>An understanding of the requirements under the supporting people initiative</p> <p>Experience of engaging young people in a group work setting</p>	Interview & Application Form
Skills	<p>Ability to effectively communicate verbally and in writing, including presentation skills and maintaining high quality records</p> <p>Ability to develop, provide and review support plans</p> <p>Ability to engage service users and promote active participation in the support process</p> <p>Ability to network and liaise with other agencies.</p> <p>Ability to motivate young people and ensure they reach their potential while on the project</p>	Familiarity with IT applications and basic keyboard skills	Interview & Application Form
Equality Issues	Ability to recognise the importance of people's rights and act in accordance with current legislation, policies, and procedures		Interview & Application Form
Interpersonal Skills	<p>Enthusiastic, committed and empathetic with vulnerable people in need of support</p> <p>Good team player and able to take and act in accordance with direction</p> <p>Commitment to self-development.</p>		Interview & Application Form
Other	<p>Holds a current valid driving licence and has access to a car (Unless a disability prevents in which case alternative transport will be accessed)</p> <p>Must be flexible to a work rota that includes evenings and weekends</p>		<p>Interview & Application Form</p> <p>Interview & Application Form</p>
COVID-19	Knowledge and experience of using PPE and working safely with team and service users		Interview