

THE KIRKBY TRUST

JOB DESCRIPTION

- Post:** Relief Hostel Support Worker
- Salary:** £7.84 per hour, which includes an allowance for annual leave entitlement. £27.50 sleep-in allowance as appropriate
- Location:** Based at 109 Vernon Road, Kirkby in Ashfield
- Hours:** As and when required
- Responsible to:** The Hostel Supervisors

Purpose and Objectives:

To provide safe, supported accommodation for up to seven homeless young people of 16 to 25 years.
To provide advice and support to enable young people to address their problems, learn independence skills, find permanent accommodation and set up and maintain that accommodation.

The role of the Relief Support Worker is to:

1. Provide cover for substantive staff absences, ensuring continuity of service
2. Maintain The Trust's positive, professional relationships with young people living at the project and others involved in their care.
3. Maintain The Trust's close and cooperative links with potential referrers and other agencies that provide services for young people in the area.

Main Duties:

1. Comply with The Trust's policies and procedures at all times and ensure their effective implementation and operation.
2. Take care of your own health and safety and that of other employees and residents, and cooperate with The Trust in complying with its statutory duties.
3. Accurately record information in resident's files and other reporting systems as required.
4. Carry out routine duties as identified in handover and the office diary.
5. Liaise with external agencies and take telephone messages as appropriate.
6. Support and assist residents in accordance with their support plans.
7. Collect service charges in accordance with procedures as appropriate.
8. Carry out other reasonable duties consistent with the requirements of the post.

Possible additional duties:

(These may be carried out after agreement with Hostel Supervisors and receipt of appropriate training)

- a) Interviewing of potential residents
- b) Tailored one to one support of identified residents
- c) Induction of new residents