

## JOB DESCRIPTION

<b>Job Title:</b>	Project Worker
<b>Location:</b>	Mickley Lane
<b>Salary:</b>	£22,310
<b>Responsible to:</b>	Team Manager and CEO
<b>Hours:</b>	37.25 per week
<b>Leave:</b>	5 weeks, plus bank holidays pro rata
<b>Closing Date:</b>	Sunday 18 <sup>th</sup> April 2021
<b>Interview Date:</b>	W/c Monday 26 <sup>th</sup> April 2021

### **About Cherrytree**

At Cherrytree Support Services, we provide supported accommodation for young people aged 16-21, who are homeless. We aim to provide personalised support, shelter and In House Counselling to help young people to develop the life skills necessary for them to gain confidence, and to re-establish their lives. Referrals are taken via Sheffield City Council Pathways route. Cherrytree also supports individuals with their move on from supported accommodation and helps them to transition into their own home with the Home & Health Service. We are continually striving towards Cherrytree being a Psychologically Informed Environment (PIE) and staff are trained in Trauma Informed Care, have regular Reflective practice & Staff supervision.

### **Job Purpose**

To provide high quality personalised advice, support, and services to young people (Aged 16-21), in a supported accommodation setting. Staff will be required to support young people at Cherrytree with a wide range of needs such as accessing appropriate services, support with benefits, practical help relating to budgeting, life skills, promoting independence and engaging with community activities. To participate efficiently and effectively in the daily tasks required to enhance service delivery in line with Cherrytree's requirements.

## **Key Responsibilities:**

### **Day to Day Shift Delivery**

- To work as part of a team creating a supportive environment for young people living at Cherrytree. Working within a PIE framework to help them to gain the confidence they need to move on to the next stage of their lives.
- Ensure that Safeguarding and addressing the needs of the young people are paramount to service delivery, working in line with Cherrytree's Safeguarding Policy.
- To manage a caseload of approximately 4-8 young people. This includes supporting them with their benefits, promoting their independent living skills, helping them to access education, training, or placements, and becoming tenancy ready.

### **Information Management**

- To record all client contacts appropriately and accurately on the Inform (client management) database.
- To contribute to effective service delivery and evaluation by ensuring all relevant files and recording systems are up to date and that key performance information is correctly recorded.
- To use Outlook, Microsoft Office & our Client Database to effectively support young people.

### **Support Planning**

- To put the young person's wellbeing at the center of all interactions.
- In partnership with the young person and any significant others involved in their support, to assess the needs of young people in key working sessions, creating support plans which are monitored and reviewed to ensure tasks and actions are carried out as agreed.
- To promote and refer individuals to Cherrytree's In House Counselling & Mediation service to support with their wellbeing.
- To work with the Team Manager to continually assess the needs of young people, to identify appropriate support and to eventually find suitable move on accommodation suitable to their needs.
- To carry out needs assessments with young people with the support of the Team Manager, and to use the Outcome Star, Inform system to record outcomes.
- With support of the Team Manager, create comprehensive and high-quality risk assessments and risk management plans.
- To monitor and review the risk plans in line with policy guidelines and procedures.
- Identify, report, and follow up any safeguarding concerns and incidents to reduce risk to young people using the service.

### **Move In & Move on**

- Provide a safe and welcoming place for young people to live. Ensure that new residents feel comfortable and are given information regarding the building and other local services.
- Work with the Home and Health Service to support individuals to get tenancy ready and move into their own homes.
- Support young people to identify opportunities for move on when appropriate.

### **Teamwork/ Personal Development**

- To attend relevant training
- To participate in team meetings, supervisions, and reflective practice, sharing knowledge and taking responsibility to personal ongoing development and learning.

### **Group Work**

- Consult with young people and help to research, organise, and facilitate group activities, both within the project or off site.
- Working within a variable budget - negotiating prices or sourcing free activities.

### **General**

- To be part of a 24-hour shift pattern. This can include twilight, sleeping nights and lone working (additional sleep-in allowance).
- To adhere to Cherrytree's policies and procedures.
- Adhere to Cherrytree's Health and Safety policy, being mindful of your own safety and that of colleagues and residents at all times.

### **Diversity**

- Adhere to Cherrytree's Equality and Diversity Policy and play a key role in its successful implementation.

**PERSONAL SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	1) To have worked in a residential/youth/other setting supporting young people or other vulnerable clients.	1) Experience of working with and engaging a vulnerable client group who may have extra support needs.  2) Experience of providing advice and/or creating support plans
<b>Knowledge and Understanding</b>	1) Clear understanding of professional Boundaries to worker/client relationship  2) Understanding of, and sensitivity to the potential needs of homeless/vulnerable young people	1) To have an understanding of Psychologically Informed Environments (PIE).  2) To have a good understanding of the available resources within the community for our young people to access.
<b>Skills and Abilities</b>	1) Strong organisational skills and effective time management 2) Ability to communicate effectively with a wide range of clients, outside agencies and visitors 3) Ability to work to own initiative within a team 4) Computer literate – Experience of using Microsoft office and outlook.	
<b>Qualifications and Training</b>	1) To have a full UK driving licence due to location.	1) To have an NVQ level 3 or qualification relevant to this post 2) To have undertaken Safeguarding Training or Relevant training in supporting young people
<b>Personal Qualities</b>	1) Understanding of, and commitment to, Equal Opportunities and anti-discriminatory practice. 2) Commitment to empowering and supporting young people to develop their independence. 3) To be confident with lone working 4) To be punctual, reliable & flexible 5) Have a positive and proactive outlook	

	6) Show a commitment to learning about the issues surrounding homeless young people.	
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### **Guidance Notes on Completing Your Application**

Thank you for the interest you have shown in our vacancy. These notes are to help you make the most of your application. **Cherrytree Support Services will not be able to shortlist your application if you do not follow the instructions below.**

For each of the headings **essential / desirable** in the Job Specification, you must provide **a real example**, which describes how you have demonstrated the knowledge, skills and experience required.

Applicants who merely state that they have the knowledge and experience will not be short-listed for interview.