JOB DESCRIPTION & SPECIFICATION

HOUSING SUPPORT WORKER

Location	Housing Support Team – Older People Belfast - Remote working covering the Armagh/Dungannon region
Project Remit	BCM Housing Support is a holistic floating support service helping older people, aged 55+, to remain independent and continue to live in their own homes for as long as safely possible. Service users are allocated a support worker who will work with them on a one- to-one basis to address housing issues.
Hours of Work	21 hours per week - Monday – Friday
Salary	£13,033 per annum (£11.935 per hour)
Contract Type	Permanent
Pension	4% employer pension contribution (after 3 months of service)
Holidays	33 days annual leave per annum (including statutory holidays)
Sick Scheme	Paid sick leave 4 weeks full pay and 4 weeks half pay after one year of service.
Benefits	• Westfield Health Level 1 - Cash back plan and additional benefit of unlimited MRI and CT scans and 1 PET scan within a 12 month period • Westfield Health Rewards • Long service annual leave increments and scheme • Paid Access NI • Learning & Development opportunities

Job Specification

Essential	
Qualifications & Experience	• At least one years' experience supporting people in the community. Experience working with older people is desirable • GCSE English or equivalent
Skills	• Excellent verbal and written communication skills • Ability to competently use IT for communication and record-keeping.
Circumstances	• Possess a full driving licence. Business insurance and access to a car are required as you may have to transport Service Users.
The successful candidates will require	
Access NI	This Post is subject to an Enhanced Access NI check. Having a criminal record will not necessarily debar you from working with BCM. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate.
NISCC Registration	If you are or have been registered with NISCC, your registration must be active on commencement of employment. If you have never been registered you must be registered before the end of your probationary period.

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Job Description

Scope of Responsibility	You will work independently with a caseload of service users, building a relationship of trust and respect to achieve the best outcomes for your service users. You will provide them with the best advice and support to help them remain living independently in their own home. You will regularly meet your service users face to face either at their own home or a neutral venue to provide this support. You will act as an advocate for the service user and link with external agencies to get the right help and support they need.
Key Areas of Responsibility	<u>Service user support</u> • Visiting services users in their homes. • Provide support with older people's issues. • Develop, monitor and review risk assessments and risk management plans for each service user. • Supporting service users to find alternative accommodation for those who need it when required. • Helping to set up new homes or ensure current home is fit for purpose and provide hands on practical support. • Liaising with other agencies. • Encourage and support service users to engage in their local community. <u>Administration & Record Keeping</u> • Maintain accurate, up to date records and case files in relation to all work activity. • Undertake new and refresher training as necessary to continue to meet the requirements of the post. • Attend staff and organisational meetings as requested. • Adhere to all policies and procedures as set down by BCM and comply with the standards for Social Care Staff as set down by the Northern Ireland Social Care Council (Maintain NISCC Registration annually).

The above list is not exhaustive; additional areas of responsibility may be added over time and flexibility to cover for other staff roles is required from time to time.