**Job Description**

**JOB TITLE: Independent Living Support Worker** (28 hrs per week)

RESPONSIBLE TO: Independent Living Programme Coordinator

**SALARY:**  £26,945 (pro rata)

HOLIDAY ENTITLEMENT: 30 Days (pro rata)

**Job Purpose**

Carrickfergus YMCA’s Independent Living Programme is an accommodation and support service for unaccompanied asylum seeking young people who have been assessed as capable of maintaining a shared tenancy. Young people receive practical and emotional support from programme staff to develop independent living skills and improve their confidence in maintaining their own home, integrating into the community and accessing local services.

**Main Responsibilities**

**Service Delivery**

* Ensure the holistic needs of young people are effectively met - promoting preparation for independent living through emotional support, practical assistance, informal education, personal and social development
* Develop and maintain purposeful, supportive and nurturing relationships with young people working with compassion and resilience
* Support young people with their physical, mental and emotional health and wellbeing, liaising with social work and health professionals, specialist services and other statutory and voluntary agencies as appropriate
* Comprehensively plan for the moving in and moving on processes, with young people, their key supports and relevant professionals
* Develop and deliver person-centred and outcomes-focused support plans in partnership with young people
* Adhere to any safety or risk management plans in place and respond to any concerns in order to promote safeguarding and child protection
* Assist young people to form and maintain healthy relationships within the local community, encouraging education or training, social activities, sporting and cultural interactions and engagements
* Proactively address any issues of social isolation and exclusion, facilitating young people’s inclusion and integration
* Mentor and support young people in preparation for fully independent living, providing practical ‘hands on’ assistance in the development of life skills such as budgeting, shopping, cooking, cleaning and taking responsibility for their home
* Engage young people in the importance of being a good neighbour and assist in the resolution of any neighbourhood disputes
* Liaise with external agencies where appropriate, to ensure coordination of services and maximise opportunities for young people
* Assist the Programme Coordinator to ensure accommodation is well maintained and safe for young people to live in

**Personalised Support for Young People**

* Motivate young people to identify their needs and work towards individual goals consistent with developing and sustaining their independence and wellbeing
* Ensure young people are involved in and consulted on all aspects of their support
* Help young people to develop their resilience, confidence and autonomy, advocating on their behalf when necessary
* Assist young people to manage challenging and difficult situations, encouraging and enabling them to develop appropriate coping strategies
* Assist young people to develop their support network, promoting and enabling contact with family, friends and significant others in the young person’s life
* Support young people through any presenting issues or concerns including drug or alcohol misuse, risks of exploitation, mental health difficulties, trauma experiences, issues of mistrust, relationship building and personal development

**Other Functions of the Post**

* Complete all paperwork associated with the post, writing reports when required
* Maintain confidential information in line with organisational, GDPR, Data Protection and legislative requirements
* Ensure the implementation of Carrickfergus YMCA policies through all programme activities ie equal opportunities, protection of children and adults at risk or in need of protection, health and safety, lone working etc
* Deal appropriately with suggestions and complaints
* Monitor and control the use of resources
* Attend and participate in internal meetings of the organisation, as appropriate, including training, staff meetings and away days
* Represent and promote Carrickfergus YMCA and its work positively in all internal and external dealings
* Work constructively and cooperatively with other members of the team
* Contribute to and initiate own continuous improvement activities

**Scope & Limits of Authority**

Carrickfergus YMCA provides a range of youth and community services within the Mid & East Antrim area, working closely with external agencies in the voluntary and public sectors.

The Independent Living Support Worker is managed by the Independent Living Programme Coordinator.

**Personal Conduct**

There is considerable direct contact with young people, social work, teaching and health professionals, external agencies and the general public in this role, therefore the successful candidate will need to be able to represent the organisation in a professional manner.

**Working Hours**

The working week will consist of 28 hours per week. The Independent Living Programme responds to the needs of young people and as a result evening and weekend work will be required.

Time off in lieu (TOIL) will be negotiated with the Programme Coordinator.

**Disclosure of Criminal Background**

This post will involve ‘regulated activity’ under the Safeguarding Vulnerable Groups (NI) Order 2007, therefore the post holder will be subject to an ACCESS NI check.

**Person Specification**

**Qualifications and Experience**

**Essential**

* A degree level qualification in social work, youth and community work, teaching or similar **AND** a minimum of 1 year’s experience of working with vulnerable young people in a care, youth justice, youth work, education, supported housing, community support or other relevant setting **OR** a minimum of 2 year’s experience of working with vulnerable young people in a relevant setting
* Experience of facilitating developmental work with young people and the ability to plan, implement and evaluate activities
* Experience of assessing need and delivering support to vulnerable young people
* Experience of helping young people identify personal goals and supporting them through a process of change

**Desirable**

* Training in ASIST, Mental Health First Aid or other related health initiatives
* Previous experience of working with asylum seeking young people or adults

**Knowledge**

**Essential**

* Knowledge and understanding of issues affecting unaccompanied asylum seeking young people
* Knowledge, understanding and application of risk assessment, health & safety and safeguarding
* Awareness and understanding of risk assessment and the importance of ensuring good health and safety practices

**Abilities and skills**

* Excellent interpersonal skills with the ability to develop and maintain appropriate relationships with young people
* Ability to network, establish relationships and communicate effectively with relevant professionals and other agencies
* Planning and organisational skills
* Ability to work as an effective member of a team
* Ability to work on own initiative and make decisions in a responsible and accountable manner
* Resilience, compassion and ability to manage the pressures of working with young people
* Computer literate
* Flexibility and availability to work evenings and weekends
* Commitment to undertake any relevant training
* Ability to work in agreement with the aims and objectives of Carrickfergus YMCA
* Full driving licence and access to a car or access to suitable transport which enables the post holder to carry out the requirements of the job

**Applicants Please Note**

We reserve the right to use desirable criteria in the event of receiving a high number of applications. Further appointments may be made from this recruitment round if positions become available which have similar duties and responsibilities and require the same eligibility criteria.

Carrickfergus YMCA is an Equal Opportunities Employer.

**How to Apply**

Please complete the attached application and monitoring forms and email to gillian.courtney@carrickymca.org or post to :

Gillian Courtney

People Management BSO

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