

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title** | **Location** |
| Housing Support Worker: - 2 posts1 x 10 hours per week1 x 15 hours per week | 34 Donegall Road Subsidy Scheme (Ulidia House), Belfast BT12 5JN – Office Base:- 1 Ravenhill Reach Close, BT6 8RB |
| **Accountable To** |
| Deputy Services Manager – 34 Donegall Road Subsidy Scheme & Elderly Floating Support (55+) Services |
| **The Service** |
| 34 Donegall Road Subsidy Scheme (Ulidia House), Belfast.Cedar delivers a range of services that enable people with disabilities to get the most out of life and to be fully included in their communities. Our 34 Donegall Road Subsidy Scheme is delivered to ten tenants in Ulidia House, 34 Donegall Road, Belfast and its’ aim is to ensure that people can remain living independently in their own home. |
| **Purpose of the Job** |
| Providing a Housing Related Support Service to people who have a Physical Disability/Physical Health Issue, Brain Injury, or Sensory Impairment (Visual and/or Hearing Loss) who require housing related support to develop their capacity to live independently and maintain their tenancy, in Ulidia House, 34 Donegall Road, Belfast. Note: Personal care is not required for this post. |
| **Salary/ Hourly Rate** | **Hours of Work** |
| Starting at £27,694 per annum **(pro-rata)** | 1 x 10 hours per week – 10 hours per week (Monday – Friday, 9am – 5pm)1 x 15 hours per week (Monday – Friday, 9am – 5pm) |
| **Closing Date** | **Length of Contract** |
| Friday 4th July 2025 @ 10am | Permanent  |

|  |
| --- |
| **Our Benefits** |
| * Starting on 20 days annual leave pro rata plus Cedar recognises 12 statutory days
* Annual incremental pay scale
* Cedar offer an enhanced auto-enrolment pension scheme consisting of 5% employee contribution and 4% employer contribution.
* Occupational Sick Pay Scheme
* Investor in People Platinum organisation with a commitment to development of the staff team through training and learning opportunities
* Staff recognition & reward incentives aligned to high standards of performance
* Access 24/7 Doctors Line
* Cashback health scheme
* Special offers at over 600 leading high street and online retailers.
* Cycle to work scheme.
 |

|  |
| --- |
| **Our Vision, Mission and Values** |
| **Our Vision** is an inclusive society for all.**Our Mission** is to support individuals and families living with disability, autism and brain injury to live the lives they choose. **Our Values** are **C**ollaboration, **E**quality, **D**ignity, **A**chievement, **R**esilience. |

|  |
| --- |
| **Key Duties and Responsibilities** |
| **Customer:** * Assessment of need for housing support in partnership with referral agent (e.g. Social Work Teams, NIHE etc.)
* Design of individual support plan detailing all housing support goals
* Support to ensure full receipt of correct benefits and grants
* Financial management through personal organisation and forward planning (e.g. setting up direct debit, use of budget planners)
* Social and life skills, support to engage fully in community activities
* Support to access local facilities (e.g. GP, dentist)
* Travel training and identifying solutions to accessing local area
* Sign posting to access employment, training and education providers
* Support to develop skills for food preparation/hygiene, meal planning, healthy choices, food shopping to better manage physical well-being
* Support and assistance to establish a routine for daily living skills (e.g. laundry, cleaning)
* Advice and support on use of assistive technology, compensatory strategies and techniques
* Understanding tenancy agreement regulations, housing rights and responsibilities
* Support to manage internal and external repairs and maintenance
* Advice in use of household appliances e.g. safe use of gas, cookers, electrical equipment etc.
* Support to access home security and fire checks
* Establishing home safety routines
* Providing specific compensatory strategy training to enable service users to be as independent as possible (e.g. use of memory aids, planning & personal organisation strategies)
* Carrying out a risk assessment in relation to all Support Plan activities
* Ongoing monitoring of support plans in liaison with referral agents and service users
* Supporting service users to fully participate in all reviews
* Promoting User Consultation/Participation in line with The Cedar Foundation Values in all aspects of service delivery.

**Financial:** To ensure a sustainable service through: * Delivering activity to individuals as per contractual arrangement
* Providing services that are value for money
* Working as efficiently as possible in delivery of the service, implementing green initiatives and efficiency savings measures.

**Internal Processes:**To provide a high-quality service through: * Regular monitoring and review with all service users
* Monitoring and recording of performance of the service against outcomes
* Working within the Supporting People Quality Monitoring Tool
* Working within the quality assurance systems within Cedar (ISO Quality Management System)
* Providing Monthly Update Reports on service users to line manager
* Systematic monitoring and management of Health & Safety and Risk.

**Organisational Capacity:*** To develop knowledge and expertise of the support needs of people with disabilities/other vulnerable groups.
* To develop knowledge and expertise in Supporting People requirements to meet required practice standards
* To participate in full induction and ongoing accredited training to meet Housing Advice Practitioner qualifications, or an alternative qualification, appropriate to the role
* Participate in on-going programme management/supervision and appraisal
* To work with line manager to identify personal training and development goals.

**General:*** To always adhere to Cedar organisational policies and codes of conduct, including Smoke Free environment, IT and General Data Protection Regulation guidelines, standards of attendance, appearance and behaviour
* Understand that this post may evolve over time and that this job description will therefore be subject to review in the light of changing circumstances. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.
 |

*This Job Description is a general outline of the post as it is currently perceived by The Cedar Foundation. It is not intended to be restrictive or definitive. Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation’s strategic plan. The responsibilities of the post may change in line with continuous improvements as Cedar aims to meet its vision and best respond to the needs of disabled people accessing our services.*

**Reserve List:** A reserve list may form part of the decision by the Interview Panel and applicants placed on it, will be informed. The Reserve List will remain in force for a period of six-months, post interview. Should a similar post become available, reserve candidates will be contacted to ascertain, if they might be interested in the role.

 ****

**PERSONAL SPECIFICATION**

***CRITERIA –*** *all applicants MUST be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet the required criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.*

|  |
| --- |
| **Essential Criteria** |
| **Criteria** | **Assessment** |
| 1. | RQF level 2 Qualification, or equivalent (QCF, NVQ etc.) | Application form  |
| 2. | Minimum of 1 year’s paid and/or voluntary experience of providing support services to people with disabilities and/or other vulnerable individuals | Application form |
| 3. | Knowledge of the effects of disability and/or other vulnerable groups | Application form |
| 4. | Good communication & interpersonal skills | Application Form |
| 5. | Proficiency in IT skills, specifically Microsoft Word, Excel, Outlook | Application Form |

|  |
| --- |
| **Values Competency** |
| **Criteria** | **Assessment** |
| 1.  | **Collaborative** working and the ability to work in a team to deliver our vision and strategic aims | Interview / Probationary |
| 2. | Commitment to building a community that recognises **Equality** and **Diversity**  | Interview / Probationary |
| 3. | Ability to support service users to **Achieve** their full potential | Interview / Probationary |
| 4. | Committed to ensuring the provision of high quality person centred services. | Interview / Probationary |
| 5.  | Demonstrating **Resilience** to meet the objectives of the job | Interview/ Probationary |

|  |
| --- |
| **Role Competency** |
| **Criteria** | **Assessment** |
| 1.  | * Understanding of disability and/or other vulnerable groups.
 | Interview |
| 2. | * Understanding of the Social Model of Disability and/or Vulnerable Groups
* Understanding of housing related support to meet the role of Housing Support Worker
* Ability to use initiative
* Effective communication skills to meet the needs of the post in full
* Caring & reliable
* Demonstrate a flexible approach to meeting the objectives of the job
* Experience of multi-agency or multi-disciplinary working
 | Interview |
| 3. | * Understanding of Needs Assessment, Support Planning and Positive Risk Assessment
 | Interview |
| 4. | * Understanding and/or experience of Incident and/or Safeguarding Reporting
 | Interview |

|  |
| --- |
| **Conditions of Employment** |
| **Requirement** | **Assessment** |
| 1. | The Right to Work in the UK. | Provide original Right to Work documentation |
| 2.  | Provide 2 satisfactory references, one being from the most recent employer. | Give the name and contact details of referees in the application form. |
| 3.  | Successful applicants will be required to go through an enhanced Access NI check. | Complete and online Access NI application without delay. |
| 4.  | Able to fulfil the Occupational Health requirements for the post which includes being physically and mentally fit for the purposes of the work. | Complete and return the Medical Questionnaire and attend an Occupational Health Assessment, if required. |
| 5. | Hold a full current driving licence valid for use in the UK and Ireland and have access to a car on appointment. Valid driver licence, business insurance & MOT certificate as relevant. Checked prior to appointment.This criterion will be waived in the case of a suitable applicant who has a disability, which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post in full.  | Provide a valid diving licence (both parts) and evidence of insurance that covers business use. |

# **THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER**