



Gatelodge, 8 Flax Street, Belfast, BT14 7EQ

JOB DESCRIPTION

Post:	Foyer Support Worker Part time	Analyst:	Caroline Keenan Jackson Director of Housing & Corporate Services
Date:	May 2020	Department:	Housing/Flax Foyer
1. <u>JOB DETAILS</u>			
a.	Responsible to:	Foyer Manager	
b.	Responsible for:	N/A	
c.	Working hours:	20 hours per week (on a weekly rota, to include some evenings and weekends)	
d.	Wage level:	NJC Point 6 £19,171 (pro rata)	
e. <u>Essential Qualifications:</u>			
A minimum of four GCSEs including Mathematics and English (or equivalent)			
f. <u>Essential Experience:</u>			
A minimum of 2 years' experience (gained within the last 5 years) in providing support, excellent interpersonal and communication skills			
Computer Literacy			
2. <u>JOB SUMMARY</u>			
<p>The Foyer provides accommodation and support services to young people for a maximum of 2 years. The service encourages residents to be able to achieve self-reliance and independence through access to training and personal development. The job holder will support the development of young people aged 18 – 25 years during their stay in the Foyer as well as contributing to the overall operation of the Foyer in accordance with policy and development</p>			
3. <u>KEY TASKS</u>			
Assessment and Action Planning			
3.1			
Assess Foyer applicant's suitability for the Foyer in relation to housing and support needs			
3.1.1			
Formulate an agreed action plan with accepted applicants to enhance their personal development, education and employability.			
3.1.2			
Review action plans with residents in accordance with Foyer policy and measure success and to provide advice/assistance when required.			
3.1.3			
Co-ordinate one to one, or group sessions with residents in key skills training.			
3.1.4			
Source external support for residents when required			
3.1.5			
Contribute to all Foyer development meetings.			
3.1.6			

3.2	Resettlement of residents
	Assist residents in their search for independent living in accordance with the action plan.
3.2.1	
3.2.2	Advise and assist residents in benefits, which may be available when moving.
3.2.3	To carry out follow up visits and offer advice and assistance.
3.2.4	Maintain proper records on the progress of ex residents
3.3	External Liaison
3.3.1	Promote the work of the Foyer
3.3.2	Ensure that all residents receive a high standard of service.
3.3.3	Encourage external agencies to become involved with Foyer residents.
3.4	Administration
3.4.1	Ensure that all communications with residents and external agencies is properly documented and filed appropriately.
3.4.2	Maintain written records of residents' progress using agreed systems.
3.4.3	Adhere to all policies and procedures with regard to the handling of cash.
3.5	General
3.5.1	Ensure adherence to the policies and procedures of the Association, particularly those regarding equal opportunity, health and safety and confidentiality.
3.5.2	Adhere to the rules of NB Housing in relation to Section 75 and equality of opportunity
3.5.3	To promote the organisations Mission, Values (Leadership, Aspiration, Personal, Esteem, Community & Integrity) Aims and objectives
3.5.4	To maintain professional boundaries and confidentiality within the Association
3.5.5	To attend staff meetings and training
3.5.6	To participate in Performance Reviews and supervision sessions
3.5.7	Actively promote the operations of the Association and maintain and develop links with outside agencies, ensuring the best interests of the Association are promoted at all times
3.5.8	Carry out any other duties as may be reasonably expected from time to time.