

# RECRUITMENT INFORMATION PACK

## Wellbeing and Engagement Worker

### Craven Mount

**Hours:** 15 hours per week (Tue & Wed: 17:00 – 21:00, Sat: 13:30 – 21:00 (30 minute unpaid break)

**Salary:** £12 per hour

**Annual Holidays:** 6 weeks plus Bank Holidays (pro-rated for part time hours)

**Location:** Craven Mount (Halifax)



## Being part of an organisation that makes a difference - Horton Housing Association

Horton Housing manages more than 30 different housing, training and support services across Bradford, Calderdale, Kirklees and North Yorkshire.

We work with people experiencing a wide range of circumstances, including homelessness, drug and/or alcohol issues, ill-health, unemployment and domestic violence. We work with people of all ages, refugees, Gypsies and Travellers, people with disabilities and people with offending histories.

We have a wide range of accommodation schemes in the community. We also provide specialist accommodation, including a home from hospital scheme, Gypsy and Traveller sites in North Yorkshire and Group Living Services for young people. We offer support for people living in their own homes and we run a training centre that helps people find work or develop skills for everyday life.

Horton Housing is committed to equality, diversity and inclusion (EDI) and providing services that are inclusive and accessible for everyone.

### OUR PEOPLE

Horton Housing Association (HHA) is committed to being a great place to work for everyone who works here, and we get some really positive feedback from our colleagues.

In our recent annual colleague survey, more than 9 out of 10 respondents told us that:

- They had a good relationship with their line manager
- HHA's values align with their own
- They believe that Horton's work positively impacts people's lives
- They feel involved in their work.

And when we asked some of our colleagues about the best part of working at HHA here's a snapshot of what they told us.

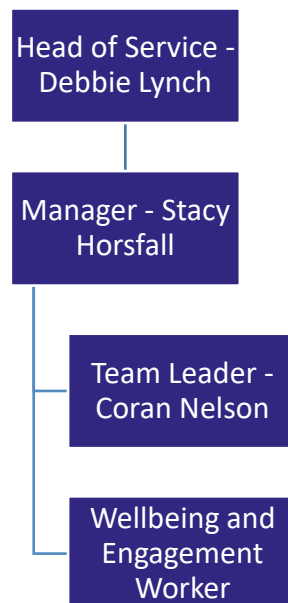
- *"The people. The people I work with. Every person's different and that's what I like about it, and I like watching people changing their lives."*
- *"The Training is the best bit of it. It equips you to do the job role as successfully as you can. It's very rewarding, it's been fantastic, I wouldn't change it for the world."*

In short, we care about people. We work hard to be a great place to work, so that we can improve lives together.



## About the department

Craven Mount is a service for people who have experienced homelessness, including rough sleeping. Craven Mount provides eight units of self-contained accommodation with staff on site 24 hours a day 365 days a year. Craven Mount is a person-led, strength-based service that focuses on the strengths and assets of individuals rather than deficits. Craven Mount is a co-produced service which works in partnership with other organisations to ensure people have timely access to the support and help they need. You will work closely with Horton's housing management team to ensure all properties provide safe, well-maintained accommodation from which people can achieve their goals.



## Message from the Recruiting Manager

As an Engagement and Wellbeing Worker at Craven Mount, you will be engaging with the 8 tenants who reside onsite, all who have experienced rough sleeping. You will have a strength based and trauma informed approach, building trusting relationships and supporting them to improve their wellbeing and engage in a positive meaningful activities both in the building and away from Craven Mount.

We look forward to hearing from you.

- Coran Nelson



## Job Description

### REPORTS TO: Manager

You will work alongside the Manager and Support Coach to provide and maintain a safe and supportive environment. Key to this will be exploring the interests of the people living at Craven Mount and supporting them to engage in a range of activities, one-to-one and in groups, both at Craven Mount and within the community.

### RESPONSIBILITIES

- Have an awareness of each individual's needs and circumstances and respond to these in a sensitive and timely manner
- Engage with the people living at Craven Mount in a range of internal and external activities of their choice
- Respond to incidents that may arise in a calm and timely manner. This includes identifying potential incidents of violence and aggression and acting quickly to defuse these
- Liaise with police, ambulance service and other agencies to ensure a safe environment, this includes responding quickly to emergency situations
- Receive and read reports prepared by other staff at the start of each shift and to write reports in preparation for handover at end of shift
- Ensure case notes are kept up to date and completed on a daily basis
- Undertake domestic duties as necessary, including tidying the office and communal areas, encouraging/assisting individuals to go shopping, prepare meals, clean their flats etc.
- Participate in staff meetings, training, reflective practice and supervision as required

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; it may therefore be subject to change.

### Safer Recruitment

Horton Housing is committed to safe and fair recruitment, safeguarding and protecting the people that we support. The majority of positions here at Horton will require a fully completed application form and an enhanced DBS check to identify and reject applicants who are unsuitable to work with children or young people.



# Person Specification

## ESSENTIAL

- A respectful and clear approach to communicating with others
- Passionate about people using their talents and abilities to solve their own problems
- Knowledge of the challenges faced by people experiencing homelessness including rough sleeping. This knowledge could have been gained through lived experience or in a paid or voluntary capacity
- Knowledge of the challenges faced by people experiencing multiple disadvantages including drug and alcohol dependency. This knowledge could have been gained through lived experience or in a paid or voluntary capacity
- Excellent interpersonal skills and the ability to work in a person-led way
- Possess high levels of emotion intelligence and resilience
- Commitment to contribute towards creating and working in a Psychologically Informed Environment (PIE)
- A commitment to partnership working
- Report writing, hand over and IT skills
- Ability to work the agreed rota including evenings, weekends, bank holidays and festivals
- A full UK driving licence and access to a vehicle that can be insured for business use
- Enhanced DBS check before start

In addition to the above, it is expected that you will:

- Maintain professional boundaries
- Have a commitment to Equality, Diversity and Inclusion
- Are willing to undertake any further training required
- Are able to work flexibly to meet the needs of the service/department



## Our Values



### Be Supportive

We are kind, helpful and caring. We create safe spaces where people are listened to with compassion, empathy and understanding.



### Be Respectful

We are inclusive and approachable. We work together in an open and transparent way to build trust and understanding.



### Be Bold

We are positive, empowering and resilient. We are ambitious and work flexibly to provide opportunities for growth.

## Our Culture Statement

- We believe in a culture of positivity, inclusion, and kindness. Where celebrating diversity and respecting and supporting one another is the norm.
- We embrace an open and honest approach. Placing value on the little things, and encouraging creativity and curiosity.
- We work together to do the right thing. Celebrating quality, personal accountability, and excellence.
- We embrace change, seek out potential, and place no limit on opportunities to learn, grow, and develop.
- We are passionate about making a difference, and committed to making things happen.

## Our Commitment to Equality, Diversity and Inclusion

HHA aims to be an equal opportunities employer. HHA is committed to ensuring that no job applicant or colleague receives less favourable treatment on the grounds of a protected characteristic, criminal history or any factors irrelevant to a person's ability to do a job, at any stage of the recruitment process or in the terms and conditions offered. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where everyone belongs. To achieve this we are committed to actions that will increase diversity and to encourage applications from candidates who are underrepresented in sections of our workforce. We are a Disability Confident and Clean Sheet Employer.



# What can you expect from working at Horton Housing Association?

## Community Culture

At Horton Housing, our working culture is one based on trust, respect and inclusion. We focus on open communication, starting from the very top with consistent communication from our Chief Executive Officer (CEO). With regular meetings across schemes and departments, we really are a community who can rely on each other.

## Personal Growth

We offer a multitude of development opportunities for our colleagues, including: funded qualifications, job shadowing, secondments, and internal promotions or movements across different schemes and departments.

## Wellbeing

We know that work/life balance is at the heart of employee wellbeing. That's why our full time work week is only 35 hours, and we offer flexible working where possible. We also offer 6 weeks holiday (+ Bank Holidays) so you can spend more time doing what you love.

We're partnered with Health Assured to offer you free counselling available 24/7, a confidential helpline, and an app offering a range of wellbeing resources (health plans, meditation, recipes, and podcasts).

Because Financial Wellbeing is as important as mental wellbeing, we also offer an interest free employee loan scheme up to £1200.

## Taking Pride in Our Vision

At Horton we always strive to deliver the best and meet the highest standards – whether this be our accommodation, support, maintenance or central services teams. We value the unique skills and experience that each of our colleagues bring to help us achieve our ambitious goals.

## Empowering You to Succeed

HHA is a Strength Based Organisation, and just as we recognise the people we support to be experts in their own lives, we recognise our colleagues as experts in their roles – and encourage everyone to work with autonomy and pride. To help you reach your potential with us, we offer a range of internal training courses, including a thorough induction when you start.

## Colleague Engagement

There are lots of opportunities to get involved at Horton, with a Wellbeing and EDI group open for anybody to join and have their say. We also post good news and announcements across the organisation on our SharePoint. You may even be interviewed for our quarterly magazine!

**Did you know:** Our CEO started with HHA as a Support Worker and worked all the way up!



## How to Apply

To apply for this role, please complete the application form in full via our website.

We shortlist based on each vacancy's job description. As such, please tailor your application to the person specification, stressing how you meet the essential criteria.

## Contact us

**Head Office:** Horton Housing Association, Chartford House, 54 Little Horton Lane, Bradford, West Yorkshire, BD5 0BS

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