

RECRUITMENT INFORMATION PACK

Evening Worker – Fairmount

Hours: 20 per week

Salary: £12 per hour

Annual Holidays: 6 weeks + statutory Bank Holidays (pro rata)

Location: Shipley, Bradford



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.

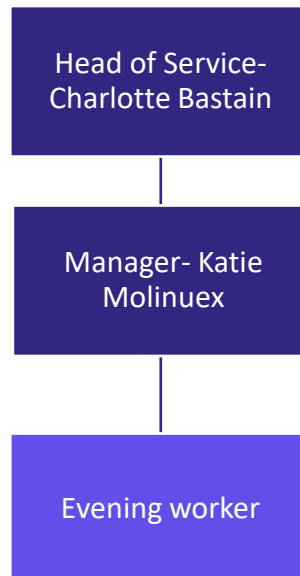
And when we asked some of our colleagues about the best part of working at HHA here's a snapshot of what they told us.

- *"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



Message from the Recruiting Manager

As an Evening Worker at Fairmount, you will be meeting people who live in Fairmount, settling them in and using a strength based approach to work with each individual after a period of time rough sleeping in Bradford. The team you will be joining is robust, diverse and ready to assist each other in every way.

There are 2 offices based at the same site, one forms part of the activity room where you can spend time with tenants, involving positive meaningful activities that form a large part of what we do. We clean, we support, we cook and we focus on people's strengths and what a good day looks like for each of our tenants.

It is not only rewarding, but it is a privilege to work with people who have had the strength to ask for help and come forward after long periods of trauma.



Job Description

REPORTS TO: Katie Molineux

As an Evening Worker, you will be responsible for providing a safe and secure environment outside normal working hours and to provide support and domestic duties within a supported accommodation setting. You will receive and read reports prepared by other staff at the start of each shift and write your own reports in preparation for handover at end of shift.

You should be aware of each resident's needs and circumstances and be sensitive to these in an appropriate manner, and respond to any emergencies that may arise in a calm and timely manner. Finally you should engage with all residents and ensure that a positive and homely atmosphere is maintained in the accommodation, and liaise with any third party organisations when necessary.

RESPONSIBILITIES

- To 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.
- To be aware of each resident's needs and circumstances and be sensitive to these in an appropriate manner.
- To undertake domestic duties as laid out in the Association's schedule.
- To respond to any emergencies that may arise in a calm and timely manner.
- Complete any admin tasks including filing and photocopying.
- To engage with all residents and ensure that a positive and homely atmosphere is maintained in the accommodation whilst adhering to professional boundaries.
- Patrolling the premises and maintaining a visible presence on a regular basis and ensuring that the integrity of the building is maintained.
- Liaising with police and other agencies to prevent damage to the building and properties and ensure a safe environment for residents and staff
- Reporting breaches of security and damage to the building/properties to the appropriate authority/agency and completing incident and safeguarding reports
- Reporting repairs in accordance with the repairs policy & procedure
- Carrying out minor repairs e.g. changing light bulbs on stairs/landings in accordance with health & safety and Horton standards
- To participate in staff meetings and supervision as required
- Setting and re-setting any alarms in the building as required
- Monitoring CCTV
- Ensuring that professional boundaries are maintained at all times.
- Working to the Association's policies and procedures on equality and diversity at all times
- Undertaking relevant training as required
- Any other duties that from time to time may reasonably be required.



- Undertaking the above duties in accordance with Horton Housing Association's policies.

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.

Person Specification

ESSENTIAL

Essential for Horton Housing:

- Ability to maintain professional boundaries
- Commitment to Equality, Diversity and Inclusion
- A willingness to undertake any further training required
- Ability to work flexibly to meet the needs of the service/department
- A full UK driving licence and use of a car for work purposes
- Enhanced DBS check before start

Essential for the role:

- Experience or clear understanding of working in an environment that supports vulnerable/demanding needs including people with multiple needs for example drug/alcohol issues and/or mental ill health
- Ability and awareness of carrying out security checks, monitoring CCTV and identifying and addressing any areas of concern
- Evidence of vocational training and/or professional development in relevant skills for the post (e.g.: mental health, domestic violence, Health & Safety, dealing with conflict, negotiating skills, professional boundaries, housing, drug & alcohol issues)
- Approachable and friendly personality - Non-judgemental, patient, sensitive and tolerant
- Confident to deal with crisis and challenging situations and behaviours in a calm and fair manner
- Ability to work as part of a team or on own initiative when necessary
- Ability to provide accurate written and verbal reports
- Ability to climb stairs and clean rooms ready for the new occupant/s

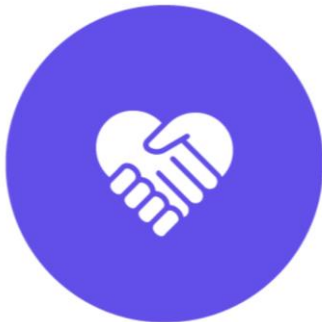


Our Values



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 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

Telephone: 01274 370689

hr@hortonhousing.co.uk

www.hortonhousing.co.uk



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