



RECRUITMENT INFORMATION PACK

Project Workers

Group Living Services

Bradford Area

Full Time 35 hours per week

£10.90 per Hour



**DIVERSITY
NETWORK
ACCREDITATION**

Being part of an award winning organisation

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 young people, older people, refugees, Gypsies and Travellers, people with disabilities and people with offending histories.

We have a wide range of accommodation schemes including hostels, and supported housing 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.

Horton Housing is committed to equality and diversity and providing services which are inclusive and accessible for everyone.

OUR PEOPLE

We are committed to ensuring and promoting equality and diversity and developing an organisational culture that values people and the diverse contribution that each individual can make. We welcome applications from a wide range of candidates and are committed to ensuring that no job applicant or colleague receives less favourable treatment on 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.

**Best Supported
Housing Landlord 2020
UK Housing Awards**



INVESTORS IN PEOPLE™
We invest in people Standard

About the department

Group Living Services

The Group Living Services (GLS) provide short-term accommodation and support for young people who are leaving care or are unaccompanied asylum seeking children in need of accommodation, aged between 16 and 18. This service provides support to young people to help them develop independent living skills.

We support the young people with tenancy management, money management, education and training, drug and alcohol problems, mental health, and offending behaviour. We create a safe, supportive and empowering environment for young people within the Group Living Service enabling them to move on to independent long accommodation.

About the role

To provide a safe and secure environment for young people within a group home. To promote independent and safe behaviours in accordance with the young person's individual support plan. To provide support to the young people and assist with domestic duties. Respond to any emergencies appropriately. Keep accurate records, give and receive information at handovers. To be able to provide cover across all three Group Living Service schemes as and when required, travelling will be required between the three services which are all located in Bradford.

RESPONSIBILITIES:

- Ensure that professional boundaries are maintained at all times
- Ensure the health, safety and wellbeing of the young people is maintained at all times
- Carry out tasks that ensure the health and safety of the building (e.g. reporting repairs, carrying out fire alarm tests)
- Engaging with the young people in a way that creates a supportive environment
- Undertake domestic duties and minor repairs, for example: cleaning communal areas, removal of hazards, changing bedding and preparing, cleaning and restocking flats ready for re-letting
- Engage the young people in practical tasks that supports their health and wellbeing and the hygiene and cleanliness of the building. For example, preparing meals, doing laundry, cleaning their flat and communal areas
- Engage young people in tasks which empowers them and increases their confidence and independent living skills
- Support young people to engage positively with college, work or training and support young people to reach their full potential
- Support young people to engage in activities which enhance their social and personal development (including hobbies and interests)
- Help co-ordinate involvement activities for the young people, e.g. cook and eat sessions, gardening, trips, house meetings etc. and supporting clients to engage in those activities to enhance their social and personal development
- Create and maintain positive working relationships with other professionals, family, friends and carers. Keep written records in accordance with the requirements of the regulators, the organisation and funders

Partnership Working

- Developing links and liaising with other professionals and agencies as appropriate to the young persons' support needs.
- Promoting the service and Association positively in all communication with others.

LEGAL AND STATUTORY RESPONSIBILITIES:

All staff must be prepared to comply with the Health & Safety policies in operation within the Association and attend relevant statutory or identified training as required.

The Association is committed to ensuring and promoting equality and diversity and developing an organisational culture that values people and the diverse contribution that each individual can make. All staff members are expected to demonstrate their commitment to equality and diversity, in their day-to-day work, and to treat others with dignity and respect at all times.

Person Specification

Skills, Knowledge & Experience

- Experience of working in an environment that caters for Young People and/or people seeking asylum in either a paid, voluntary capacity or lived experience
- This is preferable but not essential to have experience of working in an environment that is Ofsted registered
- Evidence of qualifications or training relevant for the post, including a Children and Young Person's Workforce Level 3 Diploma (or an equivalent qualification) or be willing to undertake this qualification as it is a requirement.
- Ability to carry out a range of domestic tasks such as cleaning, changing beds, etc.
- An understanding of issues faced by young people and/or people seeking asylum especially unaccompanied minors
- Ability to work flexible hours on a rota basis to meet the demands of the service and work across all three Group Living Service schemes as and when required. This includes shift work during days, evenings, weekends and bank holidays
- Excellent verbal, written and ICT skills
- There will be a requirement to travel to all three Group Living Services as and when this is needed but a driving licence is not essential as you could use other methods of transport

ESSENTIAL FOR THE ROLE

- Ability to maintain professional boundaries
- Commitment to Equality & Diversity
- A willingness to undertake any further training required
- Ability to work flexibly on a rota including weekends and bank holidays
- Driving Licence and a vehicle for business use
- Enhanced DBS check

Our Values



Helping people

You are committed to working as part of a team and supporting others to be their best self at work each day. You are energetic, professional, open-minded and able to build positive working relationships both internally and externally. You understand and respect that others have different priorities and needs from you.



Outstanding service

You believe in our vision, mission and values. You have the ability to communicate effectively with everyone you come into contact with. You treat everyone with dignity and respect. You are a good listener who is patient, empathetic and supportive in your dealings with others.



Ready, willing and caring

You are self-motivated and comfortable working both independently and as part of a team. You are a proactive decision maker who can positively influence change. You are resilient and have the ability and confidence to manage stressful situations in a consistent manner.



Training and development

You take responsibility for your own learning and development and support others to do the same. You keep up to date with changes, developments and trends in your area of expertise. You are a reflective learner who takes responsibility for your actions, responds to feedback appropriately and learns from your mistakes. You are not afraid to ask for help and support.



Open to new ideas

You take a proactive approach to decision making and problem solving by offering pragmatic solutions. You are open minded, curious and willing to embrace innovation and change. You are willing to listen to and learn from others.










Never giving up

You are positive and motivated to provide a high level of service. You respond to any situation in a calm, confident and supportive manner. You are not afraid of a challenge.

Benefits

We aim to support you during your career with us and hope that working here is a fulfilling experience as you help us to run our services or directly work with people to help them improve their lives. In return, we offer our colleagues a range of personal development, financial and health and wellbeing benefits, some of which are provided by us, and others by external organisations, such as:

-  7.6 weeks' annual leave including statutory holidays
-  Contributory Healthcare Plan
-  Cycle to Work Scheme
-  Access to and funding for continuous professional development (CPD)
-  Travel Expenses
-  Contributory Pension Scheme
-  Interest Free Loan Scheme

Contact us

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