

GENESIS SUPPORT SERVICES LTD.

**JOB DESCRIPTION
PROJECT SUPPORT WORKER (Sleep In/ Wake In)**

PRIME OBJECTIVES OF THE POST:

- To contribute to the success of the Genesis Support Services by undertaking the role of Support worker.
- To provide support to young people out of hours.
- To promote health and safety and security out of hours.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

- No supervisory responsibility but may be involved in the induction of new starters.
- Will liaise with Social Services, relevant professional agencies and families of young people, as appropriate.
- Will co work with other professional staff as appropriate.

SUPERVISION AND GUIDANCE:

Reports to Senior Project Support Worker/Manager for on call support and guidance and will receive regular supervision but will be expected to work on own initiative after induction.

RANGE OF DECISION MAKING:

- To act in accordance with the priorities, policies and guidelines of Genesis Support Services
- With appropriate supervision will be involved in planning and decisions regarding the support packages to be provided to young people placed with Genesis Support Services.

WORK LOCATION:

Genesis Support Services accommodation situated in West Yorkshire.

RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

- Access to confidential information case records and files.
- Within Genesis Support Services policies and guidelines access to and responsibility for the safekeeping of petty cash and or cash on advance and grant payments.
- Will follow Genesis Support Services guidelines in relation to open access files.
- Responsible for resources and equipment used and to maintain and develop a tool equipment store. Will have access to keys for a number of buildings and to accept responsibility for site security and fire systems.
- Expected to work with the technology provided following appropriate training.
- Under the Health and Safety at Work Act the post holder has a particular duty of care for young people, carers and other members of staff as well as themselves and must always be considerate of this when carrying out any duty of responsibility.

WORKING CONDITIONS:

See Principal Statement or Casual Services Agreement.

ADDITIONAL WORKING CONDITIONS:

The post will of necessity require out of hours and unsocial hours working. The unsocial hours element of this post is reflected in the grade and no additional payment will be made.

RANGE OF DUTIES:

- To provide practical and emotional support to young people who are moving into semi-independent accommodation in conjunction with the allocated key worker from Genesis Support Services.
- To be available at the place of work to provide sleep in or wake in night cover.
- To implement Genesis Support Services Health and Safety policies and procedures
- To complete nightly Health and Safety house checks as directed.
- To complete nightly house security checks as directed.
- To complete staff and young people's registers as directed.
- To report any damages to property.
- To report any concerns to the Senior Support Worker or Manager on call.
- To ensure all Genesis Support Services policies and procedures are followed.

- To be available for consultation as part of the needs assessment process and Pathway Planning for young people leaving the care of the Local Authority. To offer advice on appropriate accommodation options for young people leaving Genesis Support Services.
- To represent the Genesis Support Services at multi-agency meetings, working groups etc as appropriate.
- To attend or contribute to team meetings and to participate in service development.
- To attend and be committed to ongoing regular supervision and annual appraisal.
- To undertake appropriate training as and when required.
- To adhere to Genesis Support Services Equal Opportunity and Diversity Policies.

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail.

Broad headings, therefore, may have been used below, in which the usual associated routines are naturally included in the job description.

A worker should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.

Genesis Support Services is an committed to equality of opportunity and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to Genesis Support Services