

GENESIS SUPPORT SERVICES LTD.

**JOB DESCRIPTION
PROJECT SUPPORT WORKER**

PRIME OBJECTIVES OF THE POST:

- To contribute to the success of the Genesis Support Services by undertaking the role of Project Support Worker.
- To provide practical and emotional support to young people Leaving Care or estranged from parents/carers who move into semi-independent accommodation.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

- No supervisory responsibility but may be involved in the induction of new starters.
- Will liaise with Social Services, relevant professional agencies, accommodation providers, private landlords 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 for day to day support and guidance and for regular supervision but will be expected to work on own initiative after a period of 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:

One of Genesis Support Services houses situated in London.

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 document or Casual Services Agreement.

ADDITIONAL WORKING CONDITIONS:

The post will of necessity require some 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 worker from Social Services.
- To assess young people in order to determine appropriate support required, devising an independence plan to support and enable them to live independently at 18 -24 years
- To assume key worker responsibility for 3 to 5 of young people.
- To review independence plans at regular intervals with young people
- To assist young people with the practicalities related to moving into their own accommodation.
- To assist young people to claim appropriate Welfare Benefits and/or other forms of financial support.
- To support young people to liaise with relevant agencies to ensure that they receive appropriate levels of support.
- To assist young people to develop and access links with health, social and leisure facilities (and or specialist services if necessary).

- To plan and implement programmes of practical support to young people identifying timescales, necessary tasks and identify appropriate resources and equipment.
- 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 and 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 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.