

Job Description

Key Worker, Cyrenians City Community

Maternity cover for 1 year.

For 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has served those on the edge; working with the homeless and vulnerable to transform their lives.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality through our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

Compassion: We believe that everyone should have the chance to change, no matter how long that might take.

Respect: We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

Integrity: We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

Innovation: We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

1 General

Cyrenians has four residential communities, two of these are to provide accommodation and support to vulnerable young people. The purpose of the Communities is to provide a safe and stable community environment for young people to live, learn and develop together. Our unique approach to supported accommodation helps young people to develop their skills through training and ongoing support with the key outcomes being:

- To significantly increase the ability of vulnerable young people to live more independently in the future; including reducing and, where possible, ending dependency on housing support.
- To increase the contribution residents make to wider society through volunteering and, if possible, formal work experience and training.
- To improve the ability by residents to access community resources and networks such as libraries, GPs, social activities etc.

The City Community is based in Leith in Edinburgh, and provides accommodation for up to 7 young people who have experienced a tough reality, potentially as a consequence of family breakdown, homelessness, drug or alcohol issues or poor mental health. The residents live alongside volunteers who act as peer mentors. Together they manage the day-to-day domestic tasks and decisions within the building, which is their home. The process of being involved in decision-making empowers residents and helps to develop their confidence, skills and abilities.

This role combines key work support to residents and guidance to volunteers. The staff team work alongside all residents and volunteers to motivate, encourage and empower all members of the community. The key worker will work to ensure that Cyrenians Community Model is adhered to and developed; and that the quality of service provided remains high.

2 Tasks and Responsibilities

Support young people in the communities

- Provide support in line with the Cyrenians Key Worker Practice Model.
- Carry out assessments of people referred to the Communities.
- Provide an induction to new Community members.
- Provide regular support sessions; to assess progress against planned milestones and goals, demonstrating distance travelled.
- Review and end cases according to our model.

Use a facilitative approach to support the life of the community including organisation of activities, household routine, and conflict management

- Facilitate community meetings to plan community events/activity and to handle conflict constructively.
- Participate in training and practice development around use of the key worker model; and facilitate workshops for community members.
- Support the community to ensure a smooth running household routine; including cleaning and cooking.

Champion the theory associated with the Cyrenians Community model

- Work with the team to assess and minimise the risks to support, and maintain young people in the service.
- Support the development of additional activities and therapeutic interventions, as funding and resource opportunities arise.
- Link with Cyrenians Enterprises to ensure residents have opportunities for volunteering, training and/or work experience.
- Ensure full involvement by all community members in planning and developing the service

Support excellence and continuous improvement

- Work to all service policies and procedures, assisting in the development of best practice.
- Participate in the development of new activities.
- Provide cover when required at the Farm Community (West Lothian), and Crighton Place Community (Leith).

Participate in planning, monitoring and evaluating the service

- Ensure that records are kept up to date and comply with funders monitoring requirements.
- Regularly monitor and report on activity in line with the Charity's systems.
- Participate in learning and training associated with planning, monitoring and evaluation.

Support the marketing of the service to ensure all places in the Communities are fully utilised by vulnerable people

- Contribute to the service marketing strategy, to ensure places are taken up by as many vulnerable young people as possible.
- Assist with the promotion of the service through engagement with other agencies, attendance at networking meetings etc.
- Attend meetings and events as required.
- Keep up-to-date with changes and developments in the field as agreed with the Service Manager.

On-Call support

- The staff team are required to provide on-call support out of hours and over the weekends.
- This is done on a rota system which staff cover 1 week in 6 (with some flexibility to ensure holidays and absence are covered).
- This involves providing telephone support to volunteers if difficult situations arise which require staff input in decision making.
- Only in very serious situations would staff be required to attend.
- The On-call support worker covers both City and Farm Communities.
- On-Call Support is remunerated separately.

3 Person Specification

Knowledge and Experience	
Excellent interpersonal skills	Essential
Around 2 years' experience of working with vulnerable people in one-to-one, group or residential settings	Essential
Group work skills including facilitation, team building and personal development activities	Desirable
Support and enable young people to move towards their own personal goals, whatever their presenting issues	Essential
Experience of working with volunteers	Desirable
Following policies and procedures to implement best practice	Essential
Knowledge and experience of supporting residents with mental health issues	Desirable
Use of organisational systems to monitor progress and demonstrate impact	Essential
Assess, manage and take calculated risks with vulnerable young people	Desirable
Excellent IT and organisational skills	Essential
Liaising with referring organisations and other professional networks	Essential
Qualifications and training	
SVQ level 3 or above; or other relevant qualification / equivalent experience, and a willingness to work towards obtaining SVQ 3	Essential

Values and attributes	
Calm, strong and positive in dealing with difficult situations including crisis and conflict	Essential
Motivate young people to be active, positive and constructive	Essential
Energy, drive and enthusiasm to ensure the service and all those involved in it thrive	Essential
Committed to supporting the development of the Communities	Essential
A positive, pragmatic team member	Essential
A facilitative approach to handling situations	Desirable

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via Cyrenians Chief Executive Officer)
<u>Line Manager:</u>	Senior Key Worker
<u>Workplace:</u>	City Centre - Edinburgh
<u>Working Hours:</u>	37 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays
<u>Salary:</u>	£21,214 – £23,721 per annum (SCP20-24)
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)
<u>Start Date</u>	Proposed start date to be ASAP.
<u>Contract:</u>	Maternity cover
<u>Funding:</u>	The service is funded through City of Edinburgh Council Health and Social Care spot purchase. This is a permanent post.
<u>Disclosure:</u>	PVG membership required

5 Application deadline and Interview dates

<u>Closing date:</u>	Thursday 19th September 2019 at 12noon
<u>Interview date:</u>	Thursday 26 th September 2019
<u>Second stage:</u>	To be confirmed

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.