

## LEICESTER YMCA JOB DESCRIPTION

<b>Department/Site:</b>	Leicester YMCA
<b>Job Title:</b>	Sessional Worker (Housing & Education)
<b>Rate of pay:</b>	£8.58 - £9.53 p/hr dependent on role and experience (the rate of pay includes an enhancement for holidays) <b>This will be a zero hour contract and sessional workers will only be contacted on an as and when required basis</b>

<b>Section A:</b>	<b>Basic objectives of the post</b>
-------------------	-------------------------------------

- To support young people in housing need who are resident at Leicester YMCA.
- To develop positive key work relationships with residents of a nature determined by their individual needs by applying the principles of advice/information, support, advocacy and empowerment.
- To develop and expand the social life of housing enabling residents to grow within themselves as a community.
- To work as part of a team to identify the needs of those using the centre and deliver services accordingly within the remit of the projects service level agreement.
- To be responsible for the day to day development and delivery of a formal E2E training project to young people aged 15-19.

<b>Section B</b>	<b>Reporting To:</b>
------------------	----------------------

**Position:** Manager of site/department

<b>Section C:</b>	<b>Background Information for the Post</b>
-------------------	--

This post was created in April '07 as part of Leicester YMCA's initiative to create a bank of sessional staff who could be called upon to cover shifts at short notice when there is a shortage in staffing. We require sessional workers to work across four sites predominantly with people who are homeless and disaffected young people. The four sites include:-

**1. Aylestone Centre based at Belvoir Drive, Aylestone** consists of 34 single furnished rooms with shared kitchen and bathroom facilities in five detached houses. The site also has an education suite where training, support and guidance is given to young people. Residents at Aylestone Centre are all aged 16 – 25.

**2. East Street Housing based at Leicester Central YMCA** consists of 53 single, self-contained furnished rooms with their own kitchen facilities. In addition there is a learning lounge area with

TV and Video for all residents use. The East Street Housing Team provides advice and support to all residents on housing, training and education opportunities. Residents at East Street are all aged 18 – 30.

**3. Hinckley Education Project based in Hinckley** provides development and delivery of a formal E2E training project to young people aged 15-19.

**4. YASC (Y Advice & Support Centre)** is a direct access day centre based on Conduit Street which provides advice and practical support for people who are homeless and vulnerably housed people. YASC also delivers a wide programme of Meaningful Occupation/low threshold education sessions.

<b>Section D:</b>	<b>Staff Supervised</b>  Please state the number, grades and designation(s) of staff supervised and indicate if part time (If appropriate attach organisational chart).
-------------------	---

None

<b>Section E:</b>	<b>Duties and Responsibilities / Functional Links</b>
-------------------	---

<b>1. Main Duties:</b>	<b>Please describe main duties and responsibilities</b>
------------------------	---

**Hinckley Education Project**

**To be responsible for the day to day delivery and development of a formal E2E project. to include:-**

- Through a process of formal education and non-formal group/one to one work support young people to gain the necessary skills, knowledge and attitudes to access further education, employment, training and independent living
- To participate in the effective planning, monitoring, evaluation and quality assurance of all aspects of the project
- To deliver a programme of formal E2E which will include drug/health, literacy, numeracy programmes to help raise self-esteem
- To work with young people in groups or on a one to one basis

**In conjunction with PA’s or relevant external agencies and young people to develop individual learning plans and identify strategies to support young people to obtain those plans**

- To prepare as required written work plans and reports in respect of the work and to keep regular diary analysis of work undertaken
- To carry out regular review, evaluation and participants consultation in order to ensure quality standards are met

## **Housing (Aylestone Centre & East Street)**

**To develop relationships with residents in order to support them as their life develops within Leicester YMCA. This will include:-**

- Helping them to settle in by providing support, advice and informal counselling
- Helping them to cope with any difficulties in establishing relationships amongst the existing residents,
- Helping them to come to terms with any difficulties or problems they have brought with them, enabling them to access help from other agencies where necessary,
- Ensuring they register with a doctor,
- Ensuring that everything necessary has been done for them to claim the maximum benefits that they are entitled to
- Encouraging them to attend training courses and / or to seek employment,
- Helping them to think realistically about their future accommodation options, and offering support when they decide to leave the accommodation.

**Ability to deal with challenging behaviour in a professional manner**

- To be tolerant of unusual and/or unsociable behaviour, but nevertheless to enforce clear boundaries when required, especially with regard to issues such as illegal drugs, vandalism, non payment of rent and challenge oppressive behaviour/attitudes.

**To assist the staff team in the following duties as and when required:**

- Move -on procedures
- Room Checks

## **YASC**

**To provide initial contact for new service users and maintain on going support with regular service users on an informal and professional basis to include:-**

- To assist service users in accessing emergency accommodation in hostels, or independent accommodation as appropriate.
- To provide welfare rights advice to service users, ensuring that they are in receipt of their entitlements, acting as an advocate, and assisting in the making of claims
- To act as an advocate on behalf of service users and to occasionally escort them to appointments with other agencies when required.

**To assist staff at YASC in the following:-**

- Preparation and serving of food to service users as required, adhering to basic food hygiene principles and following good practice guidelines.
- To maintain appropriate and confidential records, e.g., daily log book and service users files as requested by the Project Manager.

- To occasionally type reports and correspondence.
- To compile daily, monthly and periodic monitoring statistics.
- To record and distribute client mail
- To carry out other administration duties as required.

**To maintain a safe and welcoming environment:-**

- This will necessitate assertively challenging inappropriate and anti-social behaviour and applying the banning and exclusion policy consistently.

**To carry out any other duties that may from time to time become necessary and fall within the scope of the job.**

**Equal Opportunities**

- To work towards actively and positively promoting the Equal Opportunities Policy of Leicester YMCA.
- To advance the YMCA ideology of the equal value of all persons.
- To appropriately challenge anyone who infringes upon the Equal Opportunities Policy, and if necessary to refer the matter to the appropriate Line Manager.

**Health & Safety**

- As far as is practicable you are responsible for adhering to the Health and Safety requirements and shall not place yourself or any other member of staff or volunteer or any other person in danger whilst at work.
- You should not interfere with or misuse any equipment provided for your use either contrary to any training you have received or any instructions given with the equipment in the interests of health and safety.
- The Association shall not be liable for any loss or injury caused by any such interference or misuse.

**Tobacco & Health Policy**

- Leicester YMCA has a Tobacco & Health Policy which prohibits smoking in all offices and communal areas of the building. The post holder will be expected to comply with the Tobacco & Health Policy of the organisation.

**Code of Conduct**

- To abide with Leicester YMCA's Code of Conduct Policy

<b>2. Functional links:</b>	<b>Please list the most important contacts necessary to carry out the job. (i.e.: with other service providers, social services, etc.)</b>
-----------------------------	--

2.1 It is essential to maintain appropriate working links with all professional colleagues in the field especially housing benefit, social services, health authority, local colleges and tecs and other departmental staff/managers.

2.2 It will also be necessary to establish working links with others whose role may affect your work. These include Youth Workers, Education Workers, Sports Workers, Community Arts Workers and Youth Offending Workers

<b>Section F:</b>	<b>Other relevant matters This section should be used to record any other important points about the job</b>
-------------------	--

**SCALE AND IMPACT:**

It is hoped that the main impact of this post will be on the lives of a relatively small number of people who come to terms with their difficulties and move on successfully.

**ENVIRONMENT & STRESS:**

The appointment may require working unsocial hours and being part of a duty rota system which will includes weekend/evening working. .

Leicester YMCA is not responsible for paying travel expenses to and from work.

<b>Section G:</b>	<b>Signatures – Job description discussed and agreed</b>
-------------------	--

**Approved by Line Manager:** .....

**Date:** .....

## LEICESTER YMCA PERSON SPECIFICATION

<b>Department/Site:</b>	Leicester YMCA
<b>Job Title:</b>	Sessional Worker

	<b>Criteria (applicants should provide evidence of their ability to meet the following in the application forms)</b>	<b>Met</b> ✓	<b>Evidence</b>
		<b>Not met</b> x	
<b>1.</b>	<b>Commitment to the Organisation</b> Must be willing to work within the Christian aims and purposes of the YMCA.		
<b>2.</b>	<b>Communicating &amp; Influencing</b> The ability to:- a) write reports b) prepare plans and papers on issues relating to young people's support requirements c) liaise with external agencies d) group work/ one to one work and informal counselling skills e) experience of IT including word, excel and e-mail f) handover events of a shift to incoming staff member g) to deal with difficult/challenging behaviour		
<b>3.</b>	<b>Customer Focus</b> Clear knowledge of the social issues effecting young people and people who are homeless  To develop positive professional relationships with young people and enable them to identify their needs and access appropriate services to respond to those needs		
<b>4.</b>	<b>Embracing Change</b> The ability to work with a variety of young people and enable them to identify their needs and access appropriate services to respond to those needs  Experience of working with people with multiple needs		
<b>5.</b>	<b>Equality &amp; Diversity</b> An understanding of equal opportunities/valuing diversity policy and the ability to implement such a policy in all aspects of the work.		
<b>6.</b>	<b>Leadership</b> Proven ability to develop, plan, monitor, deliver and evaluate a programme of support work to young people and people who are homeless.  Ability to develop group work/peer education sessions to young people and people who are homeless		

	Ability to work independently		
<b>7.</b>	<b>Team Working</b> The ability to:- - work within a team		
<b>8.</b>	<b>Working Efficiently and Effectively</b> The ability to manage the day to day administrative tasks of the post including:- a) reviews of young people's progress and targets achieved b) updating young people's files and personal records c) administering of petty cash d) devise and plan appropriate support programmes e) monitoring and evaluation as required by funders		
<b>9.</b>	<b>Working within Legal Framework</b> An understanding of Health & Safety policy and the ability to implement this within the work. Ability to carry out risk assessments		
<b>10</b>	<b>Job Specific</b>  At least 6 – 12 mths paid or voluntary experience of support work with young people and people who are homeless. Relevant qualification in Teaching, Health & Social Care, Youth & Community Work or relevant social sciences desirable Must have a clear understanding of issues effecting young people/homeless people and experience of developing strategies to deal with those issues.		

**FOR OFFICE USE ONLY**

<b>Name of Interview Panel Member:</b>	
<b>Signature of Interview Panel Member:</b>	
<b>Date:</b>	
<b>Recommendation:</b>	