



Job Description	Housing Support Worker Young Asylum Seeker Team
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Pay £25,530 pa Essential Car User Allowance paid in addition. - £840 per year (pro rata)	Line Manager: Supported Housing Manager
Hours: 35 hours per week – office hours but to include one late evening per week to 8pm	Period of contract: Permanent
Location: Office based. Daily travel to premises in local area	Main stakeholders: Supported Housing Team Colleagues, young people residing in houses, social workers and similar professionals

Purpose of the post: To provide group and individual interventions to young people who are asylum seekers according to OFSTED Standards.



The main things you will be asked to do in this role:

- To reflect the charity values and ways of working in all of your work
- To support young people (16+) to live in a safe and independent manner
- To work with creativity in both one to one and group settings with young adults who are unaccompanied asylum seekers
- To maintain accurate, outcome focused records in line with expected data security/GDPR guidelines.
- To support the delivery of activities, workshops, trips etc
- To encourage young people and community members in all aspects of their activities, education, employment health and wellbeing
- To assist in the management of a small portfolio of properties, carrying out property checks in line with licence agreements, reporting problems, liaising with contractors
- To work professionally with other agencies, such as social services, health providers, Job Centre Plus etc
- To work as part of a team, actively contributing to regular team meetings, undertake training as required, and participate in one to one supervision sessions.
- To gain and maintain a good working knowledge of relevant legislation and policies to ensure the continued support of service users.
- To ensure that vulnerable people are protected through knowledge of Adult and Child Safeguarding Procedures.
- To have access to a (car or similar) during the working day and be prepared to use it to undertake support work.
- To work flexibly in line with required shift patterns, including bank holidays and to work occasional evening or weekend shifts.
- To provide over night and weekend telephone on call cover subject to a rota
- Undertake any other duties which are deemed to be within the spirit of the post and charity aims

General asks of everyone that works as part of the Manchester Settlement Supported Housing Team

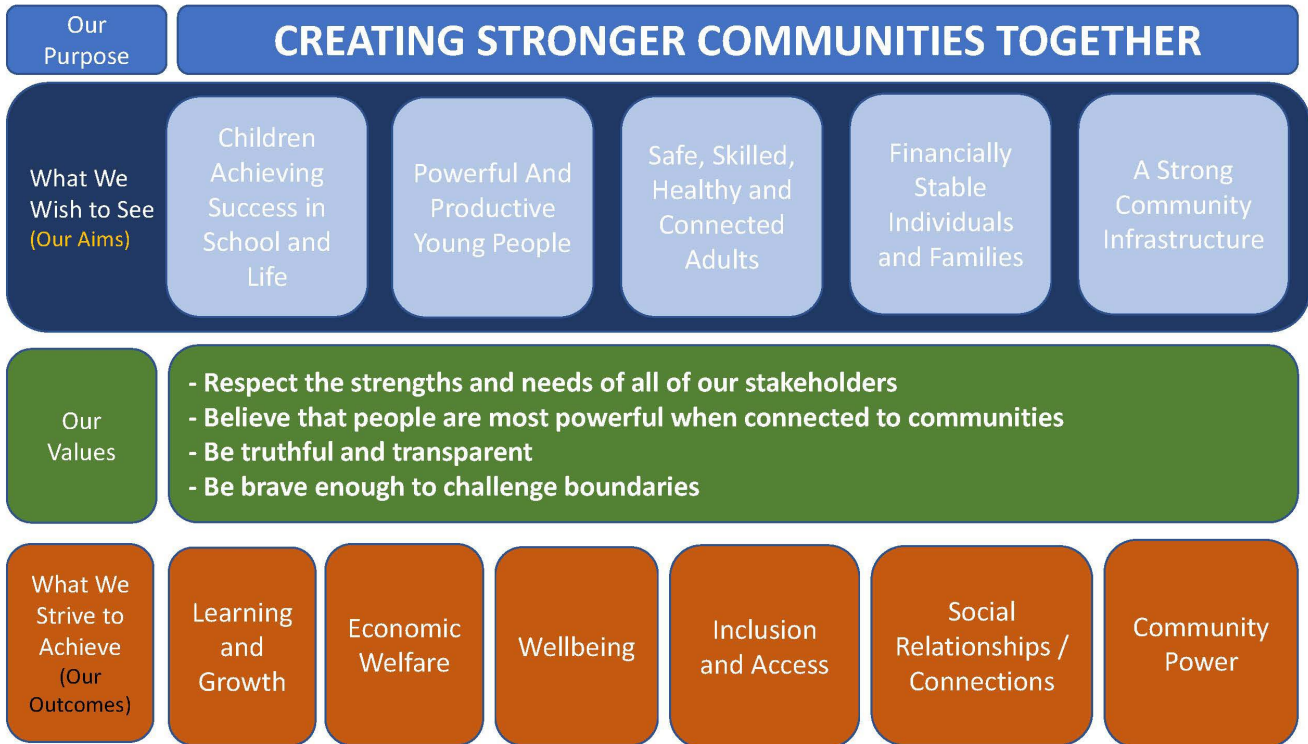
- Support us in our charitable purpose, helping us to achieve our strategic aims and using our values as outlined below to underpin all that you do.
- Behave in a professional manner and adhere to our policies and procedures including safeguarding, health and safety, data protection.
- Be inclusive and work to combat all forms of discrimination and disadvantage, ensuring that the principles of equitable opportunities and social justice are implemented in your work.
- Help us to achieve our strategic aims and priorities by contributing your skills and experience to projects and tasks when required.



Our charitable purpose, strategy and values

The Manchester Settlement Team is vital in achieving the charity's purpose:
CREATING STRONGER COMMUNITIES TOGETHER

It is vital that all of our team understand, live and breathe our values in everything they do.





<p>Person Specification</p>	<p>Housing Support Worker Young Asylum Seeker Team</p>
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The ideal candidate for this role will be someone who...

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- Someone with experience supporting young people in a supported housing scheme.
- Someone who has qualifications to Level 3 in a related discipline.
- Someone with outstanding organisational skills, able to manage multiple priorities and have excellent attention to detail.
- Someone who can proactively identify potential issues, implement solutions and who can get things done.
- Someone who is able to manage their own diary to set and meet deadlines.
- Someone who has passion to help the individuals and communities that our charity supports.

The recruitment process (application, interview, and any other activities) are your opportunity to demonstrate the following skills (able to), experience (experience of), and knowledge (knowledge of):

Essential – These are things which are necessary for you to be considered for this role:

- Someone who has excellent skills and qualities working with vulnerable young people, who has an affinity and a compassion to asylum seeking people.
- Someone who clearly understands their responsibilities around safeguarding young people.
- Experience of implementing and delivering a robust administrative system to inform managers around performance and compliance.
- Able to use Microsoft office applications (Teams, SharePoint, Outlook, Word, PowerPoint, Excel) and using CRM and database systems at an advanced operational level.
- Able to organise and drive multiple tasks simultaneously.
- Able to work in a team office environment.
- Able to demonstrate communication skills, both written and verbally.
- Able to confidently challenge suppliers to obtain the best service/cost.
- Able to plan and monitor schedules of repair and maintenance works through contacts



with contractors.

- Able to apply attention to detail in completing checks of completed works, with high levels of expectation.
- Able to identify opportunities within the role to ensure we are an inclusive charity and live up to our commitment to tackle inequality and discrimination.
- Able to drive and use own vehicle to visit houses and suppliers.
- Able to use stairs within our houses.

Desirable – These are things which we would actively be looking for in a perfect candidate. You should still apply even if you do not check every item on this list:

- Knowledge of health and safety / premises related standards.
- Ability to communicate in a language other than English as spoken by asylum seeking young people (e.g. Arabic, Tigrinya or other.)

Personal qualities – These are things which we ask for from everybody who works as part of the Manchester Settlement team:

- Be committed to our values.
- Work and collaborate effectively as part of the wider team.
- Seek opportunities to develop yourself and others.
- Be committed to social justice and equity.

Working with Manchester Settlement

As a member of the Manchester Settlement team you will also benefit from:

- Membership of Health Assured – Employee Assistance Programme.
- Ongoing professional development.
- Cycle and tech loan schemes.

For more information on the work that we do please visit www.manchestersettlement.org.uk

SUPPORTER

