



## **ADS Housing Support Service Support Worker: Recruitment Information**

### **Service Summary**

Alcohol and Drugs Support South West Scotland Housing Support Service helps homeless people to become householders or tenants, and/or to maintain and continue living in their tenancies.

Support staff help promote housing and independent life skills for individuals on an outreach basis.

### **Job Summary**

Alcohol and Drugs Support South West Scotland is looking for dedicated and conscientious support workers to join our friendly and supportive Housing Support Team, on a part-time or full-time basis. We're seeking caring and compassionate individuals, with previous experience in a support environment.

Candidates must be warm and friendly, with a strong work ethic, a positive attitude and a genuine passion for providing our service users with high quality support. The successful candidate will be self-motivated, well-organised and able to work both independently and as part of a team.

Proven experience in working in support work, in either a paid or voluntary capacity, is essential for this role.

### **Accountability**

The post holder will be employed by Alcohol and Drugs Support South West Scotland. In terms of line management, he / she will be accountable to the ADS Operations Manager.

### **Key Relationships**

ADS Senior Leadership Team, ADS Housing Support Team, ADS Talking Therapies Team, Being There Family Support Service, D&G Council Homeless and Housing Options Teams, ADP Support Team, ADS Service Users and ROSC partners.



## Summary of Benefits

- Hours: 35 hrs per week
- Location: Covering Nithsdale & Annandale & Eskdale and based in part from home [Hybrid Model]
- Salary: £24,000 p.a. (35hrs per week)
- Working from Home allowance
- Holidays: 36 Days per year pro rata
- Company Pension
- Employee Wellness Programme
- Life Insurance

## Main Responsibilities

### Service Delivery

1. To undertake housing support work that promotes service users' independence to enable them to become householders/tenants and or maintain their tenancies.
2. To identify housing support needs and agree housing support activities to meet the aims of service users and reflect accurately in housing support and recovery plans
3. To prepare effective and efficient timetables
4. To update all required documentation accurately and on time
5. To act decisively in a crisis and complete incident reports when appropriate
6. To ensure service users' stay in service is short term, and transition strategies are completed signposting to relevant agencies when appropriate
7. Participate and provide input into review and case conference meetings where required




## **Service User Engagement**

8. Act as a champion of ADS and partners at all times internally and externally, modelling appropriate behaviours.
9. Engage with staff, ensuring personal visibility and accessibility.
10. To contribute to teamwork and promote ADS with service users and other organisations
11. Develop and/or build strong and positive relationships with key stakeholders to ensure continuity of service.

## **General Responsibilities**

12. Data Protection Act: To comply with the requirements of the Data Protection Act and its amendments to ensure integrity and security of information entrusted to ADS.
13. Confidentiality: Ensure confidentiality at all times, only releasing confidential or personalised information externally with prior consent from a line manager.
14. Safeguarding: Provide leadership in ensuring the organisational and individual statutory and organisational responsibilities are met in respect of safeguarding children & vulnerable adults.
15. Equal Opportunities and Diversity: To ensure that all service users, their partners and carers, colleagues both in ADS and other partner organisations are treated as individuals
16. Health and Safety: Compliance at all times with the requirements of the Health and Safety regulations and ADS Health and Safety Policy and Procedures, ensuring reasonable care is taken with regard to yourself as well as any colleague, service user or visitor who might be affected by an act or failure to act by yourself.
17. Quality Assurance: To ensure all activities are delivered in a way that supports and maintains the National Quality Standards for Drug and Alcohol Services, and the Health and Social Care Standards.

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18. Policies: To work within organisational boundaries and policies at all times
19. Any Other duties: To undertake any other duties that are reasonable and are commensurate with the role as directed by the Operations Manager in line with the changing needs of the service and legal requirements.
20. Self-Development: To ensure continuous professional development both personally and professionally through training, supervision and other appropriate methods.

### **Experience, Skills and Qualifications**

It is **essential** that candidates possess:

- SVQ Level 2 in Health and Social Care as a minimum qualification, or equivalent
- Full driving license permitting driving in the UK , and access to a reliable car
- Computer literate, especially in use of Microsoft Office software
- Protecting Vulnerable Group Scheme [PVG] membership (where membership has not been attained the suitable candidate will be required to meet the cost of the membership)
- Solid knowledge and experience of support work, risk assessment and outcomes measurement