

**Room at the Inn and the Y Project
Registered Charity 1176629
Patten Hall
17 Winmarleigh Street
Warrington
WA1 1NB**

**Job Description - Daytime Support Worker
Hourly Rate - £9.50 per hour 2 x 20 Hour positions
4 weeks Holidays (Pro Rata)**

- Assisting Service Users to access computers in relevant areas i.e. DWP, accessing Benefits and understanding computer access i.e. Universal Credit.
- Accessing all relevant accommodation i.e. Under One Roof etc. registering and monitoring through computer systems.
- Assisting Service Users to attend relevant courses, providing confidence and skills.
- Assisting with relevant daytime work with service Users to promote well-being, and progress with accommodation.
- Working as part of a staff team.
- Attending Staff and Planning Meetings.
- Attending Staff Supervision.
- Providing relevant statistics on a monthly basis.- and keeping Service User records.
- Assisting when required at Tea Time period (4pm to 8pm) helping with Hot Snacks.
- Providing support for people presenting as homeless - attending relevant appointments with Service Users.
- Ensuring daily Health and Safety of the building - Under COVID guidelines this includes light cleaning duties.
- Any other relevant additional Duties, as appropriate - Flexible working week including weekends, as part of a Staff ROTA.

Person Specification

Essential

- Good computer skills
- Good interpersonal skills - ability to work with people with challenging behaviour
- Knowledge re Kitchen Hygiene
- Knowledge of Homeless Issues
- Knowledge of relevant agencies for providing support plans
- Ability to undertake light cleaning duties

Desirable

- Relevant NVQ or good experience in Community Care Work
- Driving Licence
- Understanding of Universal Credit and workings of DWP

Please email - info@roomattheinn.org.uk to request an application form.

A complete application form and CV must be submitted to info@roomattheinn.org.uk or posted to Room at the Inn and the Y Project, Patten Hall, 17 Winmarleigh Street, Warrington WA1 1NB