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**North Kent Mind**

 **Job Description: Apprentice Supported Housing**

**37 hours, £6 per hour. Base: Dartford**

**Purpose of Post**

This post is to learn to deliver Housing Support Services to people over 18 who experience mental health issues.

**Structure of the Post**

The apprentice will be supervised by Housing Support Services Manager or the Senior Support Worker. The apprentice must be flexible to work in a number of venues throughout the North Kent Area, predominately Dartford, Gravesham and Swanley.

For the calculation of travel expenses, the North Kent Mind Offices at 20 West Hill Dartford shall be considered the base throughout, and travel between home and another working venue can only be claimed insofar as it is in excess of the distance between home and base. All time in travel between venues is counted as time worked.

The apprentice must be flexible to work some evenings and weekends as necessary. Contracted hours will be worked on an average weekly basis over a month rather than on a strict weekly basis.

**A: DUTIES OF THE POST: GENERAL**

These duties apply to all North Kent Mind Staff, whichever service they work for:

1. To work within a framework which:
	* 1. Abides by all the policies of North Kent Mind, including Equal Opportunities, Confidentiality and Health and Safety.
		2. Promotes Social Inclusion, Empowerment, Well-being and the Recovery Model
		3. Respects, encourages and builds on individual clients’ coping strategies, skills and autonomy, and is in keeping with the Codes Of Practice for Social Care Workers as defined by the General Social Care Workers
		4. Maintains good liaison with any other outside agencies as is necessary
		5. Promotes good joint working, links and cross-referral with all North Kent Mind colleagues.
		6. Adheres to the principles of the Social Care Standards as defined by the GCSI
2. To participate in supervision and appraisal
3. To attend staff meetings and Support Services team meetings
4. To attend training/meetings and some annual events as required
5. To undertake any other duties which a senior manager or Board of Trustees may, from time to time, reasonably delegate or assign.

**B. DUTIES OF THE POST: COMMON**

**Housing Support Services**

1. To show a commitment to attend and to continue to attend training and work throughout the duration of the apprenticeship programme.
2. To undertake regular supervised visits to both long term and short term tenants and engage with them as part of their ongoing support plan.
3. To maintain, implement, and review support plans in conjunction with tenants and supervisor.
4. After a period of probation and supervised practice, to advise and support tenants with a wide range of practical and emotional issues, this may include accompanying them to various appointments.
5. After a period of probation and supervised practice to support short term tenants with their move on plans and accessing move on accommodation.
6. To support and work closely with team members to ensure that day to day issues presented by tenants are appropriately dealt with in a timely manner.
7. To identify and report maintenance and repairs as they occur through existing processes and procedures.
8. To respond to general enquiries regarding housing support and provision, including those which may require signposting to other internal or external services.
9. To support tenants after their move into new accommodation.