**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](mailto:info@roomattheinn.org.uk) or posted to Room at the Inn and the Y Project, Patten Hall, 17 Winmarleigh Street, Warrington WA1 1NB