



INTERN SUPPORT WORKER (Generic)

Job Description

Hours	40 hrs over a weekly shift pattern (some unsociable hours) and sleepovers
Pay	£190 per month for living out expenses
Accountable to	House Manager and Chief Executive Officer
Line Manager	House Manager
Holiday	33 days a year (including b/h)
Probation period	3 Months

Summary of post

In conjunction with the other members of the team and with relevant supervision, to contribute to the provision of a comprehensive, client focused service in line with the vision, ethos, values and mission of the King's Arms Project. This post carries a genuine occupational requirement (GOR) that the post-holder be a practising Christian.

To maintain, with excellence, the role of a Support Worker in line with this job description.

Personal Qualities

- Ability to work in a team
- Ability to function well under pressure
- Patience and adaptability
- Willingness to take on responsibility
- Willingness to serve others
- Ability to maintain confidentiality in line with policy at all times
- A heart for the disadvantaged
- Christian commitment

Duties

General

- To maintain working practices that reflect the overall policies, procedures, code of conduct and ethos established by KAP.

Residential Care

- To communicate KAP's Christian beliefs in a practical and supportive way.
- To work in line with the referrals and welcoming procedure for new residents.
- To complete all documentation for residents' files, Housing Benefit applications and welcome packs.
- To liaise with outside agencies, organisations and umbrella bodies of the KAP in assessments, implements and evaluations of resident care.

- To provide support re: everyday life, past issues, present situations and future development.
- To accompany residents to meetings where needed.
- To assist with the intimate personal care of a resident if needed.

Appropriate Administration

- To assist house and project administrators by:
 - Keeping and maintaining meaningful and appropriate documentation and records.
 - Answering phone calls and e-mails where needed.
 - Fulfilling specific admin responsibilities as delegated.

House duties

- All team members are responsible for taking part in the running and maintaining of the house where appropriate i.e. shopping, cooking, and cleaning.

Team Life

- To attend and be fully involved in team meetings, in-house training, prayer and worship times and social activities.
- To give wholehearted support to all the team and communicate clearly with team, volunteers and interns.
- To attend all personal development meetings and appraisals
- To take responsibility for personal and professional development.