

Job Description: Supported Lodgings Host

Remuneration and Responsibility			
Hours of Work	Salary	Rent	Responsible to
One to one support Max of 10 per week	£95.00 per week	£ 60.00 per week	Supported Lodgings Co ordinator

Key Tasks

1. Willing to provide a room in your home and support a Young Person aged 16-25.
2. Support the Young Person to settle in and maintain their placement in line with the legal requirements.
3. To work with the Supported Lodgings Co-ordinator and other relevant agencies to support the Young People to develop independent living skills.
4. Participate in developing and reviewing the Young Persons placement and their support plans with the Young Person's, Co-ordinator and other relevant agencies.
5. Provide practical assistance in supporting the Young Person in line with their support plan.
6. Attend training and development sessions.
7. Attend regular supervision meetings with the Supported Lodgings Co-ordinator.
8. Inform the Supported Lodgings Co-ordinator immediately of any changes in the Young Persons circumstances and in an instance where the Young Person has breached the house rules.
9. Ensure your accommodation is properly equipped with furnishings and fittings as appropriate and maintained in good physical condition, meeting Health & Safety standards as required by BYHP and have evidence of full House and Contents Insurance.
10. Work to the guidance outlined in BYHP's Supported Lodgings Handbook at all times, including Equal Opportunities, Child Protection and Confidentiality procedures

Personal Specification – Supported Lodgings Host

Desirable Skills and Qualities	
Educational Achievements, Qualifications Training and Knowledge	<ul style="list-style-type: none"> • Relevant Qualifications • Relevant Completed Training Courses
Experience	<ul style="list-style-type: none"> • Experience of providing support to vulnerable young people • A simple understanding of Housing and Benefit Issues
Qualities, Skills, Abilities and Understanding	<ul style="list-style-type: none"> • An understanding of the issues affecting Young People, particularly those facing social exclusion • Good personal Time Management • Able to challenge Young People in an empowering way and support them to make informed choices • Good Communication skills • Able to set boundaries • Able to work in a positive and professional manner with Young People and external agencies • Able to communicate effectively with Young People • Able to provide and maintain accommodation and support to the standard required by the Supported Lodgings Scheme • Able to maintain agreed Health & Safety standards • Able to work to the guidelines, policies and procedures of the Supported Lodgings Scheme • Willing to undertake training as appropriate and as agreed with the Supported Lodgings Co-ordinator

Commitment	<ul style="list-style-type: none">• An understanding and commitment to equality of opportunity be sensitive to the impact of race, gender and disability issues.• An understanding and ability to act upon issues relating to Child Protection and Confidentiality• Commitment to the aims of the scheme• Commitment to treating Young People with respect, care and sensitivity
Physical Fitness	<ul style="list-style-type: none">• Be in good physical and mental health

Please return this form to:
 Oxfordshire County Council
 Crown House, 193 Cowley Road
 Oxford OX4 1UT
 01865 245359
 0777 966 7485
roz.denson@oxfordshire.gov.uk
supportedlodgings@byhp.org.uk

Application Form

Full Name of Main Applicant:.....

Family Name		First Name	Previous Names	DOB
Male	Female	Marital status	Mr/Miss/Mrs/Ms/etc.	

National Insurance Number	
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Ethnic Background (Please tick appropriately)	
White British	Mixed – White & Black African
Asian or Asian British – Pakistani	Black or Black British African
White Irish	Mixed – White & Asian
Asian or Asian British – Bangladeshi	Black or Black British – Any Other black
Any other White Background	Mixed – Any other mixed background
Asian or Asian British – Any other Asian	Chinese
Mixed – White & Black Caribbean	Asian or Asian British – Indian
Black or Black British - Caribbean	Any other ethnic Group

Place of Birth	Language spoken at home
Religion	Are you practising Yes <input type="checkbox"/> No <input type="checkbox"/>

Please give the names of all persons living in your home and those who spend more than 24 hrs at your home on a regular basis.

Family Name	First Name	Previous Names	Relationship to applicant	DOB

Please state all addresses over the past 5 years:

Current Address:.....
.....**Post Code:**.....

Previous Address:
..... **Post Code:**

Previous Address:
..... **Post Code:**

Please continue on a separate sheet of paper if necessary

Contact information:

Home Tel:

WorkTel:**MOB Tel:**

Email:

Occupation:

Present Employer:

Employers Address:

.....

Length of Employment:.....

Occupation:

Previous Employer:

Employers Address:

.....

Length of Employment:.....

Reason for Leaving:.....

**Do you anticipate any potential conflict of interest in connection with your present employment? YES/NO
If Yes please detail.**

Where did you hear about BYHP Supported Lodgings?

Explain briefly why you want to become a Supported Lodgings Host.

Using the list of skills and qualities detailed in the Personal Specification form, please describe your personal, professional, life experiences, skills and expertise that you feel are relevant to the post.

Do you have any criminal convictions?

If Yes, please give details:

The work you are applying for involves direct access to Young People; it is therefore exempt from the Rehabilitation of Offenders Act 1974. You are required to declare any cautions, bind-overs, convictions or pending prosecutions, even if they would be regarded as "spent" under the Act.

Certain categories of convictions do not necessarily prevent you from being a Supported Lodgings Host and all applications are considered on merit.

Do you hold a current driving licence: YES/NO

Do you have use of a vehicle: YES/NO

What are your hobbies and interests?

Briefly describe your daily routine.

Are you able to spend a maximum of 10 hours per week on a one to one basis with the Young Person?

Are there any groups of Young People that you are particularly interested in working with?

Are there any groups of Young People that you have direct experience in working with?

Are you able to accommodate a Young Person who is not working or in full time education?

Are you aware of the services available to Young People within this community? Please list.

What expectations do you have of a Young Person?

Please indicate your views with regards to working with Young People who have:

Misused Drugs, Solvents or alcohol

Are or have been offending

Have been physically or sexually abused

Have a history of self harming

Please provide the name and addresses of two people (who are not members of your family) and who have agreed to act as a referee for you. They should have known you for at least one year and one should be a professional person.

Referee 1: Name:	Referee 2: Name:
Address:	Address:
Post Code: Telephone Number:	Post Code: Telephone Number:

May we contact the above prior to interview: YES/NO

As part of our recruitment process we will contact your GP to confirm you are of reasonable health. (we do not ask for confidential medical detail)
GP's Name: Dr

Surgery Name:

Surgery Address:

.....**Post Code**.....

As part of our recruitment process we will process a Criminal Records Bureau (CRB) check. If you have a check in place please supply us with the following information:

CRB Check Number:

CRB Check Date:.....

Declaration

I declare that the information on this form is true and complete.
 If any details are discovered to be false or misleading, I may be regarded as ineligible for recruitment or liable to be dismissed as a Supported Lodgings Host.

Signed: 1st Applicant:

Print Name:

Signed 2nd Applicant:(if applicable).....

Print Name:

Date:

