

SUPPORTIVE FLATMATE – DESCRIPTION OF DUTIES

The Supportive Flatmate will:

General

Spend part of their time in the office for development/information purposes. Areas of work would be identified after consultation with the House Worker.

Interact with the young people on a day-to-day basis, in the role of a responsible flatmate.

Foster good relationships with neighbours and the local community.

Deal with any emergencies appropriately, using pager or, if necessary, by contacting emergency services.

Assist in the overall promotion and development of The Rock Trust, its aims and objectives.

Administration

Manage a petty cash system.

Collect and issue meal money to relevant young person (weekly).

Collect monthly activity money. Receipts given in to office.

Maintain record of incidents (filed in office).

Maintain a list of appropriate contacts, including GPs, local Police station, council maintenance and so on.

Maintain a record of household keys.

Hand in receipts from weekly personal allowance.

Direct Work With Young People

Assist Rock Trust staff to maintain weekly house meals/meetings and to maintain a record of group decisions (usually in the form of minutes).

Receive and introduce new residents to the house and to their flat-mates.

Jointly organise monthly flat activities with young people.

Advise on local amenities and facilities.

Identify signs of distress or need to the Project Co-ordinator or the Rock Trust support staff.

Accompany young people to a variety of places, eg careers, dentist etc.

Assisting young people with weekly meal shopping, preparation and cooking.

Maintenance and Domestic Tasks

Identify any minor repairs and maintenance.

Arrange for suitable access for contractors/tradespeople, and monitor work.

Ensure that garden areas are maintained.

Manage security of the house/maintain a record of keys.

Ensure the timely collection and disposal of waste.

Ensure resident's bedrooms beforehand and immediately after occupancy shall be clean, tidy and in good order.

Take part in group cleaning activities of communal areas when necessary.

Check smoke alarms every week and record.

Carry out monthly fire drills with young people and record.

PERSONAL SPECIFICATION - SUPPORTIVE FLATMATE

REQUIREMENTS - ESSENTIAL/DESIRABLE

1. EXPERIENCE/FUTURE AIMS

Direct work with young people	Essential
Advocacy work on behalf of young people	Desirable
Desire to pursue career directly related to work with young people	Desirable

2. ABILITIES/SKILLS

Ability/willingness to learn new skills	Essential
Be professional in attitude, behaviour and practice	Desirable
Ability to enable personal growth in young people	Essential
Ability to carry out domestic tasks	Essential
Ability to teach domestic skills to young people	Essential
Ability to be firm where necessary and appropriate	Desirable
Ability to work on own, and to use initiative	Essential
Ability to work as part of a small staff team	Essential

3. PERSONAL QUALITIES

Enthusiasm	Essential
Able to get on with colleagues and young people	Essential
Sensitivity to and compassion for the needs of young people	Essential
Non-judgemental in attitude	Desirable
Patience and tolerance	Essential
Flexibility and adaptability	Essential

4. CIRCUMSTANCES

Willingness and ability to work unsocial hours	Essential
Ability to work with stressful situations	Essential

SUPPORTIVE FLATMATE APPLICATION FORM

Please complete and return to:

The Rock Trust
55 Albany Street
EDINBURGH EH1 3QY
Tel: 0131-557 4059 Fax: 0131-524 9879 Email: admin@rocktrust.org



Surname: _____ Forename: (initials) _____ Address: _____ _____ Post Code: _____	Tel. No. (day): _____ Tel. No. (eve): _____
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1 Do you hold a full, clean driving licence? Yes / No

2 Are you employed/unemployed/student/other (please delete as appropriate)

3 How did you hear about The Bedrock Project?

4 Have you ever had experience of voluntary work? Yes / No
If Yes, please give details

5 Have you ever had any experience of working with the homeless or young people? Yes / No
If Yes, please give details

6 What are your interests and skills?

7 Qualifications and Training

Please list below all the qualifications you have or training courses you have attended, which are relevant to this post. Please give dates and grades and state whether the course was full or part-time.

8 Work Experience

Please give details of all the posts you have had, starting with your current post.

Dates employed		Employer's name and address	Job title and description of duties	Salary

9 Supporting Statement

Please tell us why you think your background makes you a good candidate for this post?

Please continue on another sheet if necessary

10 Please give the names and addresses of two people whom we may contact for a confidential assessment of your suitability for this post. The first of these must be your present employer or, if unemployed, your last employer. Other referees could be a previous employer, college tutor, or some other appropriate person unrelated to you.

Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Post Code: _____	Post Code: _____
Tel. No.: _____	Tel. No.: _____
Occupation: _____	Occupation: _____
Can we take up this reference prior to interview? Y/N	Can we take up this reference prior to interview? Y/N

11. If appointed, when can you take up duties?

13. Please tell us where you found out about this position

12. Disclosure and Conviction

Please give details of any criminal convictions or cautions you have had which might relate in any way to the post for which you are applying. (Under the terms of the Rehabilitation of Offenders Act 1974, and the Rehabilitation of Offenders Act (Exemptions) Order 1975; and the Rehabilitation of Offenders (Northern Ireland) Order 1978 and the Rehabilitation of Offenders (Exemptions) Order (Northern Ireland), you do not have to disclose information about certain convictions depending upon their seriousness and how long ago they were).

13. Declaration

To the best of my knowledge, there is no reason of my physical or mental health why I should not be able to carry out fully the tasks for this post. I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient grounds for cancelling any agreement made.

Signed : _____ Date: _____