

Dear applicant

**Application for the post of Intensive Support Worker**

**35 hours per week**

**Fixed term contract from date of appointment to end September 2021**

Thank your interest in the above post. In this pack you will find:

* application form
* declaration of criminal record form
* equal opportunities monitoring form
* job description
* person specification
* additional information
* George House Trust’s Values, Vision & Mission Statement

If you require the application pack, or any of our other materials, in a different format to support your ability to make an application please contact us.

All applications must reach us by **9am** on **Wednesday September 30th 2020.** Applications received after this deadline will not be considered.

Interviews will take place on **Monday October 12th.**

We will aim to inform all shortlisted candidates of their interview time by **Monday October 5th** at the latest.

Regrettably we are unable to contact applicants who have not been shortlisted for interview.

If you would like further information, please contact us on 0161 274 4499.

Please send your ALL completed forms by email to:

**phillip@ght.org.uk**

or by post to:

APPLICATIONS, GEORGE HOUSE TRUST

75 - 77 ARDWICK GREEN NORTH

MANCHESTER M12 6FX

Many thanks for your interest in George House Trust.

Yours sincerely

Colin Armstead

**Joint Interim Executive Director**

**Application Form**

**Post applied for: Intensive Support Worker**

Please complete every section of this form and link your information to the Person Specification.

Please use black ink or type your application. You can e-mail the form to us if you wish; however please ensure that we have received it and that we have done so in a readable format. This page, and the equal opportunities monitoring form, will be removed prior to shortlisting of applications.

**About You**

Surname

Other Names

Address

Telephone Number(s)

E mail

**Declaration**

“I agree that George House Trust may use the information provided in this application form for monitoring purposes. I agree that George House Trust may ask my referees for comments on my suitability for the post and request details of my attendance, sickness and salary. I also understand that if I am successful I will need to undertake an enhanced criminal record check with the Disclosure and Barring Service. In submitting this application form, I confirm that the information I have given is correct and complete and that misleading or untruthful statements will result in my dismissal if they become known after my appointment.”

|  |
| --- |
| For electronically submitted forms, you will be asked to sign if invited to interview.**Signed Date**  |

**Introduction to Application**

Explain why you are applying for this post, what you have to offer and why you want to work for George House Trust.

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| --- |
|  |

**Work and/or Voluntary Experience**

List any previous jobs you have had, **beginning with the most recent**, and any voluntary work you have done which is relevant to this application.
Use additional sheets as necessary.

|  |  |  |
| --- | --- | --- |
| **Dates****from/to** | **Job title and employer** | **Key responsibilities** |
|  |  |  |

**Skills, Knowledge and Experience**

Provide evidence of your skills, knowledge, experience and capabilities against EACH of the points in the person specification. Structure your example using bullet points, providing specific examples from your professional and/or voluntary experience. Use additional sheets as necessary.

|  |
| --- |
|  |

**Qualifications**

Tell us about any qualifications you have.

|  |  |  |
| --- | --- | --- |
| **School/college/other** | **Qualification Level** | **Subject** |
|  |  |  |

**Other Information**

If you wish, add any further information that you would like us to consider in support of your application. Use this section to highlight any difficulties you may have experienced in completing this form so that we are able to take this into account during the shortlisting process**.**

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**References**

Provide the names, addresses and telephone numbers of two people, including your current or latest employer, who would be willing and able to be contacted to verify the information you have given and to let us know their assessment of your ability to carry out this job.

Please tick if you would like us to contact you first before we contact these referees

|  |  |
| --- | --- |
| **Referee One** | **Referee Two** |
| Name:Job title:Address:Telephone Number(s):E mailCan we contact this person prior to interview? YES/NO | Name:Job title:Address:Telephone Number(s):E mailCan we contact this person prior to interview? YES/NO |

**Declarations of Criminal Record**

The nature of the duties the post holder will be expected to undertake means you are required at application stage to disclose details of criminal convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/news/disclosure-and-barring-service-filtering>

Only relevant convictions/information will be taken into account. Please note that a criminal record will not necessarily be a bar to obtaining a position. Any failure to disclose criminal convictions that are not “protected” could result in dismissal or disciplinary action by the organisation.

All information will be stored confidentially and separately from your personnel file and will be destroyed once a recruitment decision has been made. If you wish, you can separate this form from your application and post it marked Private & Confidential to **Neal Sharpe, Joint Interim Executive Director, George House Trust, 75 -77 Ardwick Green North, Manchester M12 6FX.**

**Declaration of a Criminal Record Form**

|  |  |
| --- | --- |
| Your Name |  |
| Role you are applying for: Services Adviser |
| ***‘Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198’.*** | Yes [ ]  No [ ]  |
| If yes, please give details of offences, penalties, disposal and dates. | Approx. date | Court or Police Force dealing with offence |
|  |  |  |
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Please continue on a separate sheet if necessary

**Equal Opportunities Monitoring Form**

|  |  |
| --- | --- |
| **Job Reference**  | **Intensive Support Worker** |

George House Trust wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the workforce in encouraging equality and diversity.

We need your help to do this, but completing this form is entirely voluntary.

You can answer as many or as few questions as you wish.

**The information is separated from your application when it is received and is not seen by the shortlisting panel.**

All answers are treated in strict confidence and are destroyed after a maximum of 6 months.

The information in this form is for monitoring purposes only. If you need any reasonable adjustments so that you have fair access to the recruitment process please inform the person collating the application forms.

1. **Do you consider yourself to have a disability or health condition?**
* Yes
* No
* Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write here:

1. **What is your age?**
* 18-24
* 25-29
* 30-34
* 35-39
* 40-44
* 45-49
* 50-54
* 55-59
* 60-64
* 65+
* Prefer not to say
1. **Are you:**
* Female
* Male
* Non-binary
* Prefer not to say

If you prefer to use your own term please state:

1. **Is your gender identity the same as the gender you were assigned at birth?**
* Yes
* No
* Prefer not to say
1. **Which of the following best describes your sexuality?**
* Bisexual
* Gay
* Heterosexual/Straight
* Lesbian
* Prefer not to say

If you prefer to use your own term please state:

1. **What is your relationship status?**
* Civil Partnership
* In a relationship, co-habiting
* In a relationship, not co-habiting
* Married
* Single
* Prefer not to say
1. **Do you have any caring responsibilities? If yes, please tick all that apply**
* None □
* Primary carer of children / child under 18
* Primary carer of disabled child / children
* Primary carer of disabled adult (over 18)
* Primary carer of older person
* Secondary carer (another person carries out the primary care role)
* Prefer not to say
1. **What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

* Asian or Asian British Bangladeshi
* Asian or Asian British Indian
* Asian or Asian British Pakistani
* Any other Asian or Asian British background
* Black or Black British African
* Black or Black British Caribbean
* Any other Black or Black British background
* Chinese
* Mixed White & Asian
* Mixed White & Black African
* Mixed White & Black Caribbean
* Other Mixed Background
* Other White Background
* White British
* White Irish
* Other ethnic group (please state):
1. **What is your religion or belief, even if you are not practicing?**
* Buddhist
* Christian (inc. all denominations)
* Hindu
* Humanist
* Jewish
* Muslim
* No religion (inc. Atheist and Agnostic)
* Sikh
* Prefer not to say
* Other (please state):



Job Description

**Job Title:** Intensive Support Worker

**Hours:** 35 hours per week

**Contract Type:** Fixed term contract from date of appointment to end September 2021

**Salary:** £25,801

**Location:** Greater Manchester

**Accountable to:** Services Director

**Terms and Conditions:** George House Trust terms and conditions apply

**This role originally came into operation in October 2019 and, as such, this job description reflects the work environment at that time.**

**The onset of Covid-19 has changed the ways in which Intensive Support is currently being provided meaning that the successful applicant should be prepared to offer and co-ordinate support by phone, either from the George House Trust office or from home.**

**A laptop and mobile phone will be provided.**

**Purpose of the role**

To assess and address the needs of people living with HIV presenting at clinics, who are in crisis and/or who have complex needs, for example relating to homelessness, poverty, and/or mental health issues, through needs assessment, planning and appropriate interventions.

To provide intensive support to people living with HIV, who are in crisis and/or who have complex needs to achieve and maintain good HIV health; including support around HIV treatment adherence, clinic engagement and achieving and maintaining an undetectable viral load.

To work closely with clinics and support organisations in Greater Manchester and develop strong professional relationships with them.

**Responsibilities:**

* To work alongside social Multi-Disciplinary Teams (MDT) or their equivalent, in HIV/Sexual Health clinics in Greater Manchester, to plan and provide holistic care and support for people living with HIV with high and/or complex needs.
* To identify people eligible for support and create and review care plans
* To provide appropriate intensive support as identified in the care plan
* To work with the social MDT to agree next steps
* To address social care needs through direct work and to co-ordinate social care support; including signposting, advocacy and onward referrals
* To ensure a prompt and appropriate response to address immediate need
* To maximise opportunities for working in partnership with:

clinic teams in their work to meet the person’s health needs

 other organisations in order to ensure maximum holistic care and support

* To maintain clear and concise case notes
* To contribute to the monitoring and evaluation of the project
* To be outcome focused and ensure that well-being and safeguarding are at the centre of the work

**General**

* To carry out all tasks in line with George House Trust policies and to uphold these at all times
* To carry out all tasks in line with the terms of any honorary contract within clinic settings
* To respect and maintain confidentiality at all times
* To carry out other work, appropriate to the level and nature of the post, as agreed by the organisation, in response to changing needs and circumstances

**This project sits with the ‘Ending all new cases of HIV in Greater Manchester in a Generation’ (‘HIV-E’) programme, funded and led by the Greater Manchester Health and Social Care Partnership.**



**Person Specification**

**Job Title: Intensive Support Worker**

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **HOW ASSESSED** |
| **KNOWLEDGE**  |  |  |  |
| Knowledge of local organisations providing specialist advice and support to people with complex needs and an understanding of their respective referral pathways.  | **√** |  | Application Form, Interview |
| Knowledge of state benefits  |  |  **√** | Application Form  |
| Knowledge and understanding of HIV and the issues faced by people living with HIV – especially those issues faced and experienced by people with complex needs  |  | **√** | Application Form, Interview |
| An understanding of the wider impact of financial deprivation or homelessness on people living with HIV  |  | **√** | Application Form, Interview |
| An understanding of the issues faced by people living with HIV in the asylum system and knowledge of the specialist support and advice available |  | **√** | Application Form, Interview |
| An understanding of the impact of HIV stigma on health and wellbeing |  | **√** | Application Form, Interview |
| An understanding of safeguarding and the ability to respond appropriately in safeguarding situations | **√** |  | Application Form, Interview |
| An awareness and understanding of mental health and awareness of the impact of poor mental health |  | **√** | Application Form |
| Aknowledge and understanding of domestic violence / intimate partner violence and referral pathways to support organisations |  | **√** | Application Form |
| **EXPERIENCE and SKILLS** |  |  |  |
| Experience of working with, and advocating on behalf of, people with a range of complex needs | **√** |  | Application Form, Interview |
| Experience of assessing, planning and prioritising the needs of people with a range of complex needs |  **√** |  | Application Form, Interview |
| Excellent communication skills both written and verbal |  **√** |  | Application Form, Interview |
| The ability to work with people in crisis or under pressure |  **√** |  | Application Form, Interview |
| The ability to manage a complex workload |  **√** |  | Application Form |
| The ability to work on own initiative and take responsibility for own decisions |  **√** |  | Application Form |
| The ability to maintain client confidentiality at all times |  **√** |  | Application Form |
| The ability to work in partnership, and establish excellent working relationships with, multi-disciplinary professionals and other organisations to plan and manage appropriate support |  **√** |  | Application Form |
| Experience of facilitating one to one discussion focussing on behaviour change |  | **√** | Application Form |
| Experience of multi-disciplinary and/or partnership working |  | **√** | Application Form |
| Full clean UK driving licence |  | **√** | Application Form |
| **PERSONAL ATTRIBUTES** |  |  |  |
| Flexibility to respond to changing circumstances | **√** |  | Application Form |
| An empathic and patient approach towards service users | **√** |  | Application Form |
| A commitment to embracing diversity and challenging stigma and discrimination | **√** |  | Application Form |
| A commitment to working within a service delivery ethos of respect, empowerment and inclusion | **√** |  | Application Form |

**Additional Information**

George House Trust is the HIV voluntary organisation for the North West of England. We support adults and children who are living with or affected by HIV.

We were founded in 1985 as “Manchester AIDSLine” and are the UK’s second oldest HIV charity (after the Terrence Higgins Trust).

We have a long record of campaigning and lobbying to secure the best possible quality of life for all people with HIV and to challenge discrimination against people with HIV.

The support we offer includes: one to one advice, information and support, Peer Mentoring, treatment advice, volunteer community support, financial support, special courses and events, and peer support group spaces.

George House Trust is part of the PaSH (Passionate about Sexual Health) Partnership along with BHA for Equality and LGBT Foundation, delivering Greater Manchester’s Sexual Health Improvement Programme.

*Employment at George House Trust*:

New employees are subject to a six-month probationary period.

Full time staff work a 35-hour week, normally Monday to Friday, though some evening and weekend work is necessary.

Our current opening hours are 9.00am to 8.00pm on Mondays and 9.00am to 5.00pm on Tuesdays, Wednesdays, Thursdays and Fridays.

All staff are entitled to 25 days leave per annum plus Bank and Public Holidays, pro rata based on contracted hours.

Because of the nature of the duties the post holder will be expected to undertake, you are required at the application stage to disclose details of any unspent criminal convictions. Only relevant convictions/information will be considered. Any failure to disclose relevant information could result in dismissal or disciplinary action by the organisation.



**The values and vision of George House Trust**

**Values**

George House Trust believes in dignity, respect, empowerment, integrity, recognising difference and being passionate about our work.

*Dignity*

We believe that to treat someone with dignity is to treat them as being of worth in a way that is respectful of them as valued individuals.

We also believes that where dignity is present people feel in control, valued, confident, comfortable and able to make decisions for themselves.

*Respect*

We believe that this is best demonstrated by a willingness to show consideration and appreciation for the feelings, wishes or rights of others

*Empowerment*

We believe in empowerment as a goal for all service users in order to have the freedom to act, think, respond, initiate and make decisions.

*Integrity*

We treat people with integrity through being honest and having strong
principles.

*Recognising difference*

We recognise that each individual is unique. We explore these differences in a safe, positive and nurturing environment and make an effort to understand each other beyond simple tolerance, to embrace and celebrate the diversity of difference between each individual.

*Being passionate about our work*

Our passionate approach means we put energy, enthusiasm and excitement into our charity and its services. Our ambition is materialised into action to put as much heart, mind, body and soul into our work.

**Vision**

George House Trust’s vision is for all people living with HIV in the North West to live happy and healthy lives, and be free from stigma and discrimination. Our vision is for all people to know their HIV status and to be HIV aware.



**Mission Statement**

* We will provide good quality services to people living with HIV, which enable them to feel empowered and able to live happily and healthily with HIV.
* We will raise awareness of HIV, promote safer sex and encourage all sexually active people in the North West to know their HIV status.
* We will ensure that HIV is prioritised by public bodies across the North West, given that it has the biggest population of people living with HIV outside of London.
* We will challenge HIV stigma and discrimination and promote a better understanding of HIV.