

<b>Job Title</b>	Support Coach	<b>Workplace</b>	Site based
<b>Salary</b>	£25 513.00 £19 681.90 (pro rata)	<b>Reports To</b>	Service Manager
<b>Hours</b>	27 hours per week (Mon to Fri day shifts)	<b>Leader of Others</b>	No
<b>Service/ Location</b>	HIPS	<b>DBS Required</b>	Yes – Enhanced Adult

## Role Outline

The Horton Intervention and Prevention Service (HIPS) forms part of the wider Kirklees Better Outcomes Partnership (KPOB). As a Support Coach at our HIPS service, you will work in partnership with the people we support to devise a tailored support plan and support them in achieving their individual goals. This may include helping them to access welfare and supporting them to attend any appointments. Our HIPS scheme is proud to be measured on the positive outcomes that are achieved by the people we support; as a Support Coach, you will be responsible for not only assisting the people we support in the achievement of these outcomes, but also the recording and monthly submission of them to commissioners.

## Responsibilities

- Work in consultation with the people we support to create tailored support plans that work towards their individual goals
- Assist the people we support with becoming tenancy ready, including assisting them to access welfare benefits, and registering for housing with the local authority
- Capture and submit the achievements and outcomes of the people we support, which form key performance indicators for the service. Outcomes could be as simple as accessing a variety of external services, or it could be moving on to independent accommodation
- Work in conjunction with third-party agencies where appropriate
- Complete necessary reporting such as inputting support plan updates, exploring safety planning and logging meetings

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; it may therefore be subject to change. For management and specialist roles, colleagues will be responsible for the determination, assessment and management of risk.

## Person Specification

We encourage anybody passionate about improving lives in communities to apply to join us, even if you don't meet every point on the person specification. We are, however, unable to offer an interview to any applicants who do not demonstrate how they meet the essential criteria for the role.

<b>ESSENTIAL</b>	<b>Assessed at Application or Interview</b>
Be empathetic, personable and caring, showing understanding and respect to people experiencing difficult circumstances	<b>A/I</b>
Have excellent communication and listening skills, with the ability to recognise the people we support as experts in their own lives	<b>A</b>
Be resilient and adaptable with the ability to think on your feet, prioritise tasks, and make sound decisions in line with our procedures	<b>A/I</b>
Have a commitment to your ongoing personal and professional development	<b>A/I</b>
Be organised, with good administration skills, enabling you to capture and record the positive outcomes of the people we support	<b>A/I</b>
<b>DESIRABLE</b>	<b>Assessed at Application or Interview</b>
Some experience of supporting people with complex needs, in a paid, voluntary or lived capacity	<b>A/I</b>

<b>Essential for all our colleagues</b>	<b>Assessed at Application or Interview</b>
A commitment to Equality, Diversity and Inclusion	<b>I</b>
An understanding of, and ability to maintain professional boundaries	<b>A/I</b>
A commitment to undertake any training required for the role	<b>I</b>
Ability to work flexibly to meet the needs of the service	<b>I</b>
Willingness and ability to work in line with our Values and Behaviours	<b>I</b>

### Safer Recruitment

Horton Housing is committed to safe and fair recruitment, safeguarding and protecting the people that we support. The majority of positions here at Horton will require a fully completed application form and an enhanced DBS check to identify and reject applicants who are unsuitable to work with children or young people.

## Our Values

- **Be Supportive** - We are kind, helpful and caring. We create safe spaces where people are listened to with compassion, empathy and understanding.
- **Be Respectful** - We are inclusive and approachable. We work together in an open and transparent way to build trust and understanding.
- **Be Bold** - We are positive, empowering and resilient. We are ambitious and work flexibly to provide opportunities for growth



## Our Culture

- We believe in a culture of positivity, inclusion and kindness. Where celebrating diversity and respecting and supporting one another is the norm.
- We embrace an open and honest approach. Placing value on the little things and encouraging creativity and curiosity.
- We work together to do the right thing. Celebrating quality, personal accountability, and excellence.
- We embrace change, seek out potential, and place no limit on opportunities to learn, grow, and develop.
- We are passionate about making a difference and committed to making things happen.

## Our Commitment to Equality, Diversity and Inclusion

We aim to be an equal opportunities employer. We are committed to ensuring that no job applicant or colleague receives less favourable treatment on the grounds of a protected characteristic, criminal history or any factors irrelevant to a person's ability to do a job, at any stage of the recruitment process or in the terms and conditions offered. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where everyone belongs. To achieve this, we are committed to actions that will increase diversity and to encourage applications from candidates who are underrepresented in sections of our workforce. We are a Disability Confident and Clean Sheet Employer.