

**ROLE PROFILE**

**JOB TITLE: NIGHT PROJECT WORKER**

**LOCATION: HOLLAND STREET**

**CONTRACT TYPE: PERMANENT**

**REPORTING TO: PROJECT MANAGER**

**HOURS PER WEEK: 24**

**SALARY SCALE: £20,475 - £21,537 (pro rata)**

**PURPOSE OF THE JOB**

Reporting to the Project Manager, you will work as part of a team providing a safe, secure, supported accommodation unit for homeless people. You will provide a quality service compatible to the assessed needs of each individual. To achieve this, you will identify, plan and facilitate the process of securing appropriate move-on accommodation options for each service user, including the security of tenure.

**OUR VALUES**

Our values are at the core of everything we do. They influence our strategy, our vision and the behaviours that we expect of our staff. They are:

* Being people focused
* Integrity
* Quality
* Going the extra mile.

**MAIN DUTIES AND RESPONSIBILITIES**

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| 1. | The Project Worker will be employed by the Association to assist the Project Manager in providing a quality service to residents within the Project; |
| 2. | To ensure that minimum standards of health, safety and hygiene are both established and maintained in all communal areas, both internal and external to building. This includes the monitoring of regular cleaning duties and maintenance of grounds and the cleaning of void flats; |
| 3. | To maintain appropriate recording procedures for all issues relating to the operation of the unit, includes financial transactions, incident reports, building repairs, etc; |
| 4. | To regularly consult with unit residents on possible developments and/or changes in service delivery and devise and operate systems and structures which both promote models of good practice and encourage resident comment; |
| 5. | To ensure all residents are aware of their rights and responsibilities in being accommodated at the unit; |
| 6. | To liaise with any other professionals and agencies involved in provision of the support function to the residents; |
| 7. | To provide assistance with the residents' general financial management, including the registering of all benefit applications both personal and housing related; |
| 8. | To undertake regular inspections of the building, facilitating the co-ordination of cyclical and remedial repairs. This may result in the undertaking of minor repairs and/or appropriate redecoration, together with giving access to and supervising the work of trades people as required; |
| 9. | To supervise residents' behaviour’ as part of the process of maintaining the safety and security of the accommodation, and preventing damage to the property; |
| 10. | To actively participate in the staff supervision process, meeting regularly and on a planned basis with your own supervisor; |
| 11. | To actively participate in the Association's Staff Appraisal system, including  agreement to undertake any identified training programme; |
| 12. | To ensure that the building security, this may include shifts at night-time, is effectively managed through personal observation, general awareness and routine checks; |
| 13. | To undertake any other duties as delegated by the Project Manager; |
| 14. | To participate in support meetings identifying appropriate move on options; |
| 15. | To provide key-work and ensure that individual support plans are constructed and implemented as part of the key-work process; |
| 16. | To be point of contact to liaise with out of hours homeless referral team and facilitate admission to project of service users referred, ensuring all aspects of service provision has been met i.e. book in administration; |
| 17. | Provide general advocacy and advice service to the residents, including assistance to enable them to meet the conditions of their occupancy agreements. |

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| **Person Specification - Night Project Worker** | | |
| **Criteria** | **Essential** | **Desirable** |
| Qualifications / Education | * SVQ Level 3 Social Care |  |
| Knowledge | * Working with homeless people * Working with people who have been looked after and accommodated by local authorities * Drug and alcohol awareness * Residential client group * Homelessness and its effects * Levels of vulnerability of client group | * Homelessness legislation |
| Experience | * Team working * Working with vulnerable people * Working with addiction issues * Working with challenging behavior * Key working |  |
| Skills and Abilities | * Effective written and verbal communication * Appropriate assertiveness * Ability to work under pressure * Ability to develop and sustain positive and appropriate relationships * Ability to motivate people using group work process  Computer literacy |  |
| Personal Qualities | Personal values consistent with social care  * Flexible, adaptable and reliable * Friendly, calm and personable * Patient, resilient and tolerant * Sense of humour |  |
| Personal Circumstances | * Ability to work flexible shift patterns |  |

**TERMS AND CONDITIONS SUMMARY FOR CANDIDATES**

The following terms and conditions are typically offered to Association staff on fixed term and permanent contracts and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

**Probationary period** 3 months with a review at 6 weeks.

**Annual leave** 20 days’ annual leave plus 10 public holidays per annum (pro rata for part time staff and those working less than a year)

**Pension** Contributory pension scheme. The Association contributes 3% of gross basic salary and the staff member contributes 5%.

**Life assurance** 3 times basic annual salary payable on death in service.

**Sick pay** Nil pay (other than statutory) for the first 3 months. It then increases to 5 weeks’ full pay and 5 weeks’ half pay between 3 months’ and 1 years’ service; 10 weeks’ full pay and 10 weeks’ half pay between 1 and 3 years’ service; and 26 weeks’ full pay for more than 3 years’ service.

**Employee assistance** Free access to a counselling helpline, as well as face-to-face/online counselling or cognitive behavioural therapy sessions.