

**Job Description**

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| **Job Title** | Senior for Short-term Housing Support (SNR STHS) |
| **Location** | New Volunteer House, Kirkcaldy (working across Fife) |
| **ResponsibleTo** | Lead (Short-term Housing Support) |
| **Terms and Conditions** | Hours: 36 (Monday to Friday 9-5pm)  Salary: £21,600 - £23,697  Probationary Period: 3 months  Contract Type: Fulltime Temporary Fixed |
| **Post Purpose** | This post reports to the Lead for Short-term Housing Support and will provide first line supervision to staff carrying out the delivery of Short-term Housing Support (STHS) within geographic teams. The post holder will have day to day responsibility for client centred service delivery and management responsibility for Short-term Housing Support Assistants. As part of the wider change to homelessness services in Fife, it is anticipated that the postholder will dedicate an agreed apportion of their time, working with PSP partners to deliver outcome-based support.  The post holder is expected to actively promote solution focused service delivery which is strength based and meets the desired quality and compliant standards as directed by the organisation, CI and funders. |
| **Team Purpose** | The overall aim of Frontline Fife Homelessness Services is to end homelessness across Fife by taking preventative action and through assisting people to transform their lives. Our team endeavours to build on people’s strengths through facilitating the promotion of self-valuing and wellbeing. |
|  | **Duties and Responsibilities include the following:**  **Assist the Service Lead to maintain the day to day running of STHS services**   * Oversee client referrals, risks assessments and assign cases ensuring safe   working levels are upheld and policy directives are applied.   * Oversee the day to day function of case management for STHS Assistants. * As part of a wider PSP test for change project,   deliver outcome-based support  **Support and give guidance to STHS Assistants**   * Provide direct supervision and evaluate the performance of STHS Assistants. * Motivate and support STHS Assistants to timeously write, implement and review client life skills plans which reflect the goals and aspirations of individual clients.   **Participate in service development and improvement**   * Participate in the development and delivery of the PSP test for change project * Champion and nurture the development of strength-based practice skills across STHS. * Actively contribute to effective policy review, implementation and development. * Report H&S risks, accidents and near misses. * Work with the Lead for STHS to address and make improvements to service delivery to achieve client satisfaction and the management of complaints. * Attend and/or facilitate case review meetings.   **Team working**   * Actively support the development of cross agency team working. * As a member of the wider FLF team and as a PSP member, adhere to policies, actively meet the organisation’s performance and quality standards, and develop good practice based upon sound evidence. * Foster effective communication practices which promote inclusion and two-way feedback (both formal and informal). * Actively promote and work to value based practice. * Participate in the emergency On Call Rota.   **Learning and development**   * Take ownership in identifying, planning and achieving one’s own learning and development needs. * Support those under direct supervision to take ownership in identifying, planning and achieving their learning and development needs. * Effectively contribute to the learning and development of the organisation through reflection, positive critique and influence. * Employees governed by the SSSC Code of Conduct must comply with these standards and ensure that their registration (Fitness to Practice) is evidenced and maintained under the specification set out by the SSSC.   NB All staff have a duty to protect supported individuals from abuse and to report any concerns immediately to their line manager or other management staff and to work in accordance with the Protection of Vulnerable Groups (Scotland) Act 2007 and Data Protection/GDPR legislation. |
|  | **This job description must be read in conjunction with the general requirements of Frontline Fife’s Policies, Procedures and Performance Appraisal System, and the Standards set by appropriate Regulating Bodies.**  **Frontline Fife is an equal opportunities employer.** |



**Person Specification**

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| **Attributes** | **Essential** | **Desirable** | **Assessment** |
| **Experience** | * A minimum of three years previous experience of working in health and/or social care setting within a client facing role * Experience of supporting staff and co-ordinating service provision | Experience of working with challenging people  Experience of identifying and mitigating potential conflict and managing conflict | Application, Interview, References |
| **Education, Qualifications & Training** | * As a minimum SVQ3 in practice in a relevant field which meets SSSC requirements for housing support at a supervisory level * Supervisory qualification which meets SSSC requirements for housing support or evidence of formally working towards completing this within agreed timescales. * Evidence of current registration with the SSSC Fitness to Practice scheme * Training in Strength based practice * Training in H&S | Training in Equality and Diversity  Training in Psychologically Informed Environments practice | Application, Formal proof of documentation |
| **Skills, Abilities & Knowledge** | * Ability to plan and prioritise workload * Ability to assess client risks * Ability to take forward a case management approach for STHS delivery * Ability to motivate and supervise staff * Ability to deal with conflict objectively and take proportionate action. * Ability to demonstrate solution focused action * Ability to communicate and liaise with a wide range of stakeholders verbally and in written forms. * Full Valid Driving License and access to own transport (with business insurance) or otherwise be able to travel throughout Fife * Ability to manage one's own and other’s emotions. * Ability and willingness to proactively contribute and participate in supervision, training, and personal development planning | Project management | Application, Interview and written test, References |
| **Value Base** | * Commitment to the principles and practice of continuous improvement * A belief and evidence of working to the values underpinning social inclusion, dignity and respect * Willingness to challenge the status quo in a positive manner |  |  |