

# *Job Description and Person Specification*

**Project Worker**

**September 2020**



## Job Description

<b>Job Title:</b>	Project Worker
<b>Grade:</b>	3
<b>Location:</b>	Across Fife, with travel to other Rock Trust locations across Scotland as required.
<b>Salary:</b>	£22,339 - £26,594 pro-rata per annum

### **Mission Statement**

Rock Trust aims to prevent youth homelessness and to support young people to build better futures.

### **Context**

The Project Worker will work as part of the Fife team to develop and lead this innovative venture, which is based on well-researched methods used across the world. This will establish a new Housing First for Youth project, to support young people aged 16-25 to transition to permanent, independent accommodation. It provides an alternative to the traditional 'staircase' model of transitional housing by offering accommodation on an immediate, permanent and unconditional basis. The post holder will be expected to:

- Build trusting, lasting relationships with young people
- Support young people to manage and thrive in their new home
- Provide flexible, person centered, strengths-based support for as long as is required
- Adopt a 'whatever it takes' and rights based approach
- Work in a psychologically and trauma informed manner
- Promote and share evaluation, learning and best practice

### **Reporting to**

Service Manager

### **Service Delivery**

- To participate fully in strategic and operational planning, development and delivery of day-to-day services.
- To be responsible for the direct provision of practical, personal/emotional, social and intellectual support to service users.
- To assess service users' skills and abilities and to work in a client centred way to produce care plans, based on need (these being regularly reviewed).
- To participate in the "on call" rota in accordance with agreed guidelines.
- To advocate, where appropriate, on behalf of the service users in dealings with all relevant external agencies.
- To work with service users to help identify and co-ordinate relevant external support provision.
- To participate in the referral, selection and placement process to ensure that all available places are filled appropriately and promptly.
- To contribute to achieving the agreed standards of service and targets reflecting the aims and objectives of Rock Trust, service level agreements or guidelines provided by statutory and regulatory authorities.
- To ensure a thorough awareness, application and adherence of organisational policy and to contribute to the adoption and promotion of good practice, these being reviewed on a regular basis.
- To approach all aspects of the project in a psychologically and trauma informed manner, adopting a 'whatever it takes' attitude.

### **Staff Support and Development**

- To line manage and provide formal and informal support to allocated staff, sessional staff and/or volunteers. This will include individual supervision sessions and participation in annual appraisals.
- To receive and participate in regular support and supervision sessions with the Service Manager. This will include involvement in an annual appraisal.
- To participate in all appropriate team and staff meetings to ensure adequate levels of information are exchanged and appropriate issues discussed.
- To support, encourage and lead other team members in achieving the objectives of the Rock Trust and the provision and development of supported accommodation services.

### **Resource Management**

- To be aware of the composition of the annual budget and in conjunction with the Service Manager, provide a cost-efficient service within parameters agreed by the Chief Executive.
- To ensure that all necessary unit repairs, and tasks involved in attaining health and safety requirements, are dealt with as quickly and efficiently as possible.

- To assist in the continuing development of the project as directed by the Service Manager. This will involve identifying, acquiring and setting up new properties for use in the Housing First for Youth Project.
- To ensure a safe environment within properties used by Rock Trust.

### **Service Development**

- To participate in the gathering and processing of relevant statistical information to evaluate the effectiveness of the service and the demands being made of it.
- To participate fully in regular reviews of the services provided and work with the Service Manager to enhance existing services and develop new initiatives.
- To contribute to the preparation of reports and written information as required by the Board or Advisory Groups as agreed with the Chief Executive.

### **Practice and Policy Development**

- To respond to opportunities for the critical appraisal of care practices and services, taking account of internal and external experience and research, suggesting amendments to appropriate policies and promoting learning within the organisation.
- To participate in the review of organisational policies and practices on a planned and regular basis.

### **Communication**

- To develop and sustain links with individuals, groups, agencies and professional bodies in the statutory and voluntary sectors and to actively promote the Trust's services.
- To contribute and assist in the preparation of material for the range of publicity material produced by the Trust as required.
- To participate in promoting the Trust to the public to create enhanced awareness and informed opinions as agreed with the Chief Executive.

### **Professional and personal development**

The Project Worker is expected to maintain an up to date knowledge of all relevant legislation, policies and good practice. It is Rock Trust's desire to encourage and enable the personal and professional development of members of staff and to that end will support staff in line with the requirements of the job and the responsibility of Rock Trust. The Project Worker will be expected to undertake such appropriate training as is necessary to facilitate this.

Other duties as directed from time to time by the Service Manager.

## Person Specification

Area	Essential	Desirable
A practice qualification recognised by the SSSC for Supervisors of a housing support service, or willingness to work towards one within SSSC conditional registration timescales.	<b>X</b>	
<b>PLUS</b>		
A supervisory qualification recognised by the SSSC, or willingness to work towards one within SSSC conditional registration timescales.	<b>X</b>	
Knowledge of homelessness, mental health and isolation issues	<b>X</b>	
Knowledge of supporting looked after children and young people.		<b>X</b>
Experience working with socially excluded young people	<b>X</b>	
Working knowledge and experience of Person Centred Practice	<b>X</b>	
Knowledge of psychologically and/or trauma informed practice	<b>X</b>	
Advocacy work on behalf of young people		<b>X</b>
<b>Skills and Aptitudes</b>		
Excellent Communicator - verbal and written	<b>X</b>	
Ability to work on own & in a team and to use initiative	<b>X</b>	
Ability/willingness to learn new skills	<b>X</b>	
Professional in attitude, behaviour and practice	<b>X</b>	
Ability to enable personal growth in young people	<b>X</b>	
Problem assessment and problem solving skills	<b>X</b>	
Current IT skills	<b>X</b>	
Ability to form effective partnerships with external agencies	<b>X</b>	
<b>Personal Qualities</b>		
Highly motivated, flexible, adaptable and enthusiastic	<b>X</b>	
Able to interact positively with colleagues, volunteers and and to prioritise needs of young people	<b>X</b>	
Non-judgemental in attitude	<b>X</b>	
<b>Other</b>		
Willingness and ability to work unsocial hours	<b>X</b>	
Full, UK driving licence and access to car	<b>X</b>	
Willingness to participate in the 1 <sup>st</sup> tier on call service	<b>X</b>	