



PROJECT WORKER (HOUSING FIRST)

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Project Worker (Housing First)
LOCATION	Falkirk Council Housing Offices
NUMBER OF HOURS	35hrs per week
HOURS OF WORK	Monday to Friday from 9:00am until 4:30pm
CONTRACT TYPE	Permanent
SALARY	£24,282 - £27,977
REPORTS TO	Senior Project Worker

ORGANISATION OVERVIEW

Transform Forth Valley is a charity providing a wide range of services to support individuals and families who are impacted by substance use and/or societal, financial or health inequalities. Transform Forth Valley responds to identified need in the Forth Valley, and in partnership, supports individuals and families to tackle inequalities that diminish life chances. Transform Forth Valley considers the whole person, building a firm foundation from which an individual or family can achieve positive and lasting change. Transform Forth Valley's mission statement is: 'Transform Forth Valley' is dedicated to empowering individuals and families to live a more fulfilled life. We work with partners to actively challenge inequalities and to achieve sustainable change.

ROLE PROFILE

Transform Forth Valley is offering this post in conjunction with Falkirk Council. The Housing First Service which is a test of change and will initially be targeting single people who are rough sleeping, homeless or at imminent risk of rough sleeping; they may present as challenging and difficult and are likely to have multiple and complex needs which make finding, securing and maintaining accommodation impossible or extremely difficult.

The Housing First Project Worker acts as the key worker for a small group of Housing First tenants providing a co-ordinated approach to support service users that have had multiple exclusions to sustain their housing first tenancy. The Project Worker will assess and engage with service users to develop a person-centred plan that aims to address and resolve issues that have contributed to their chaotic lifestyles.

Staff will work to engage service users who have a history of disengaging from services, using a variety of techniques and approaches to build a relationship and develop a person-centred support plan. Staff will meet the service users' needs first in supporting them to reach their identified goals, make informed decisions, and achieve a greater level of stability and independence. All staff will work alongside multi-disciplinary partner agencies who will be there to provide additional advice and support to service users as agreed in their person-centred support plan.

Housing First is underpinned by five core principles:



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1) Immediate access to housing with no “readiness preconditions” 2) Consumer choice and self-determination 3) Recovery orientation 4) Individualised and person-driven supports 5) Social and community integration.

MAIN RESPONSIBILITIES

WORKING WITH SERVICE USERS

- Ensure that holistic and person-centred support underpins all aspects of work
- Be responsible for the assessment, planning, implementation, and evaluation of programmes of support
- Receive referrals and pro-actively contact the service users in their own environment or in the most appropriate location for contact with them prior to securing a tenancy (e.g. Hospital Ward, A&E, Police Custody, Home, Homeless Hostel)

PARTNERSHIP WORKING

- Liaise and maintain effective links and work in collaboration with a range of agencies/partners/organisations for the purpose of joint working with and effective outcomes for service users, including gathering information for robust assessment.
- Attend and participate in multi-disciplinary meetings, deliver presentations and training as required
- Develop close links and working relationships with community services (across the Forth Valley area to ensure communication, joint working and information sharing for the effective continuity of care for services users

ADMINISTRATION

- Ensure that all assessments, care plans, notes, records, reviews, and discharge plans are accurate, kept up-to-date and stored securely in accordance with information governance tools and within the specified time requirements as determined by the service.
- Ensure confidentiality and data protection is maintained.

GENERAL PRACTICE

- To maintain a knowledge and understanding of and comply with Transform Forth Valley Policies and Procedures.
- To maintain close contact with all Transform Forth Valley Services, Substance Misuse Services, Social Work Departments, Housing Services, and others as required for continuity of care and sharing good practice.
- Be able to travel throughout Forth Valley for the purposes of client care, service delivery, meetings, and training.
- To undertake any other duties as may reasonably be requested by Transform Forth Valley

PERFORMANCE MANAGEMENT



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- The Senior Project Worker, as your Line Manager, will monitor and supervise your work through various means and will be your direct line of reporting and contact with regards to any matter(s) arising from your work.
- To actively participate in supervision, training, and appraisals

COMMUNICATION

- As an employee of Transform Forth Valley, conducting all work in a professional manner

PVG / DISCLOSURE INFORMATION

Transform Forth Valley complies fully with the Disclosure Scotland Code of Practice, issued by Scottish Ministers, in connection with the use of information provided to registered persons and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, or the Protection of Vulnerable Groups (Scotland) Act 2007 for the purposes of assessing applicants' suitability for positions of trust. Therefore, Transform Forth Valley has determined that this post is classed as undertaking restricted work with children and protected adults that must be covered by the successful candidate having undertaken a satisfactory - **PVG Scheme Record for Restricted Work with Children and Protected Adults.**

PERSON SPECIFICATION

Applicants will be measured against the following person specification

QUALIFICATIONS AND TRAINING	An SVQ3 or HNC is required as a minimum plus a willingness to work towards any other essential qualifications as listed by SSSC as appropriate for a Support Worker in a Housing Support Service: SSSC Qualifications for a Support Worker in a Housing Support Service	Essential
	Evidence of continuous professional development in relation to Substance Use, Housing Support, or Inequality	Essential
	SSSC – Scottish Social Services Council Membership All employees joining are required to be members of the SSSC when starting employment with Transform Forth Valley	Essential
	A qualification in criminal justice, child protection or healthcare	Desirable
	Diploma/Certificate in Drug & Alcohol Studies where appropriate	Desirable
WORK EXPERIENCE	Post-qualification experience of working within a relevant care field	Essential
	Experience of caseload management	Essential
	Experience of conducting holistic assessments and care planning of individuals	Essential



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	Experience of partnership working	Essential
	Experience of working with families and Carers	Desirable
	Experience of child protection joint working	Desirable
	Experience and understanding of national and local policies and strategies in relation to substance use	Desirable
	Experience of Housing Support	Desirable

KNOWLEDGE, SKILLS AND ABILITIES	Knowledge of the current Health and Social Care sector and the associated legislation and national policy	Essential
	Knowledge and application of the key national strategies; in particular the Scottish Government (2008) 'The Road to Recovery', the Scottish Government (2014) Quality of Alcohol Treatment Services policy and the Scottish Government (2018) 'Rights, Respect and Recovery'	Essential
	Knowledge and skills to support emotionally demanding clients who are resistant to change	Essential
	Proven ability to co-ordinate support across different organisations	Essential
	Organisational and self-management skills	Essential
	Excellent communication skills - verbal, numerical and written	Essential
	Carry out duties in a manner that encourages positive outcomes from a recovery focussed approach	Essential
	Ability to produce case notes and input data accurately	Essential
	Knowledge of the issues faced by children affected by parental substance misuse	Desirable
	Knowledge of Housing issues and providing tenancy support	Desirable
	Knowledge of working with individuals experiencing poverty or inequality	Desirable

ATTITUDE, MANNER AND DISPOSITION	Positive and engaging approach	Essential
	Open approach to partnership working	Essential
	Empathetic	Essential
	Ability to work on own initiative	Essential
	Positive 'can do' attitude	Essential
	Flexible	Essential
	Assertive	Essential

OTHER	Full UK Driving Licence Holder	Essential
	Access to a Roadworthy Vehicle with Business Car Insurance	Essential