

# SAY WOMEN ACCOMMODATION PROJECT WORKER



## JOB DESCRIPTION

<b>HOURS</b>	35 hours per week: in shifts with some evening and weekend working
<b>SALARY</b>	AP4 + 7.5 shift allowance: £26,627 (includes 7.5% shift allowance)
<b>ACCOUNTABILITY</b>	Accommodation Team Manager, CEO and Board of Directors
<b>HOLIDAYS</b>	28 days annual leave plus 13 days public holidays
<b>BENEFITS</b>	Generous pension scheme (after probation period); Training and personal development

## SAY WOMEN SEMI-SUPPORTED ACCOMMODATION

### BASIC FUNCTION

1. To assess prospective tenants in accordance with SAY Women's policy and criteria. Liaising with referral agencies and providing prospective tenants with information and support to make an informed choice.
2. To settle new tenants into the project and provide them with ongoing practical and emotional support. Whilst practical support focuses on sustaining a successful tenancy, emotional support is a trauma-informed process introducing young women to SAY Women tools and resources that provide young women with knowledge and understanding, and coping skills, from a feminist perspective.
3. To resettle tenants into their new tenancies when they are moving on from SAY Women Accommodation, into communities which may be in Glasgow or other Authorities. The resettlement process aims to embed young women in a network of support and to connect with their new community.
4. To collaborate with the SAY Women team across all our services to develop our approach and resources, and provide all young women with access to all we have to offer during their journey.

### MAIN DUTIES

- To assess young women referred to the project and contribute to team decision on eligibility criteria, etc.
- To settle young women into the project by providing practical assistance, e.g. arranging benefits, working with the Scottish Welfare system, practical household skills, budgeting, etc.
- To foster good relationships between the young women and with staff.
- To ensure the smooth running of the accommodation building, including ensuring building maintenance, health and safety and fire safety procedures are adhered to.
- To support and advise the young women in the Project and be responsible for the delivery of a care plan including specialist counselling, emotional support, practical support, and co-ordinating an appropriate care package with external counselling and support agencies as required.
- To attend appointments with the young women, i.e., doctor, housing, social work.
- To frequently liaise and work alongside statutory services and third sector services, including Shettleston Housing Association.

- To work with young women with a variety of complex needs, adapting and developing your approach to ensure their inclusion and positive outcomes.
- To prepare the flats for when the young woman moves into the service, and when they move out of the service and into their own tenancies.
- To work on a rota basis as determined by SAY Women.
- To operate financial systems as required, in particular the petty cash system.
- To ensure all monitoring and evaluating processes are adhered to and kept up to date.
- To provide information and reports to senior management as required.
- In conjunction with the CEO and the members of the Management Board, to monitor and evaluate the project and to further develop policies and procedures relevant to the operation of SAY Women, e.g. referrals, admission policies.
- To participate in team meetings and regular reviews and co-operate with the Accommodation Manager in preparing project reports for SAY Women's Management Board meetings, funding returns, and statutory services report requests.
- To network and develop opportunities for our young women.
- To represent and promote all of SAY Women services.
- To uphold the SAY Women ethos and values at all times.
- To ensure that SAY Women's Equal Opportunities policy, any other policies and SSSC standards are adhered to.
- To undertake any other duties as determined by senior managers or CEO.

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## PERSON SPECIFICATION

ESSENTIAL	Where we'll look for this information	
	Application Form	Interview
Minimum of SVQ Level 3	Y	
Experience of working within a supported accommodation service, and experience of direct 1-1 emotional support around trauma.	Y	
Experience of working with vulnerable young women	Y	Y
Knowledge and understanding, with proven work experience, of supporting young women with the impact of sexual abuse	Y	Y
Knowledge and understanding of trauma-informed practice	Y	Y
Knowledge and understanding, with proven work experience, in homelessness or housing support	Y	Y
Experience of working within a residential setting	Y	Y
Experience of working with other agencies to collaborate on support to clients and advocate for clients' needs	Y	Y
Confident to use technology for online work with young women and for team collaboration		Y
Confident to use IT to record activities, provide written reports and create digital resources for young women	Y	
Approved to work with vulnerable groups	By PVG check for successful candidate	
References from two sources which must be professional or a relevant organisation	On request for successful candidate	
Ability to work in a pressurised environment, on your own initiative, with good interpersonal and organisational skills		Y
Knowledge and understanding of SAY Women's work and values		Y
Availability for evening, weekend working, and weekend sleepovers is essential.		Y
Registered with SSSC or willing to do so (and meet registration requirements such as training and qualifications)	Y	
<b>DESIRABLE</b>		
Knowledge of housing options and benefit regulations relevant to our service and clients	Y	
Knowledge and understanding of inclusion and equalities issues	Y	
Knowledge and understanding of relevant services and resources for young women using SAY Women's services		Y

Knowledge and understanding of Glasgow Services and womens network		Y
Knowledge and understanding of the Judith Herman model and approach to working with Abuse & Trauma		Y
Counselling qualification	Y	
Full driving license and own transport	Y	