



## JOB DESCRIPTION & PERSON SPECIFICATION – AFTERCARE COORDINATOR

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### 1 JOB DETAILS

<b>Job Title</b>	Aftercare Coordinator
<b>Hours</b>	35 hours per week
<b>GOR</b>	<ul style="list-style-type: none"><li>Working with both male and females.</li><li>Required to have a genuine and active Christian faith demonstrated by a live church commitment</li></ul>
<b>Salary</b>	Points 22 - 25: £14.89 - £16.46 per hour (£27,100 - £29,957 per annum) (Dependent of qualifications and experience)
<b>Location</b>	The job holder is based at Street Connect's main office in Glasgow, but the post will involve travel and work at other locations

### 2 JOB PURPOSE

To work as part of the Street Connect team seeking to develop and deliver community recovery support through a range of different routes to both male and female service participants who have a background of complex needs such as addiction, homelessness, and mental health issues, who are now at different stages in their recovery journey. This will include both those in aftercare who are living independently and free from such issues and those at an earlier stage in their recovery.

### 3 MAIN RESPONSIBILITIES

<b>Responsibilities</b>	<b>Approximate % of time</b>
<ul style="list-style-type: none"><li>Oversee the support of aftercare participants, including move-on flat residents, which includes a personal caseload of support</li></ul>	30%
<ul style="list-style-type: none"><li>Oversee the move-on flats, ensuring we maintain high occupancy levels, and the flats are well maintained</li></ul>	25%
<ul style="list-style-type: none"><li>Engage and manage key external stakeholder relations, primarily rehab providers, employers, educational establishments, work placements (voluntary and paid), housing providers and other agencies as required</li></ul>	20%
<ul style="list-style-type: none"><li>Delivery of aftercare services as required</li></ul>	15%
<ul style="list-style-type: none"><li>Supervision of staff as required</li></ul>	10%

### 4 KEY RELATIONSHIPS

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- Operations Manager – the post holder be line managed by and will support the Operations Manager in the required areas.
- Business Support Manager – the post holder will work with the Business Support Manager in respect of the Move-On Flats and other areas as necessary.
- Staff – the post holder will work alongside other staff to help deliver the work of Street Connect.
- Volunteers – the post holder will work alongside the volunteers.

### 5 DIMENSIONS

- The post holder will have considerable dealings and communication with participants, external agencies, staff and volunteers
- The post holder will record work with male and female participants
- The post holder will take part in on-going training and personal development.
- The post holder must be willing to do any other reasonable work-related tasks as requested by the management team.
- The post holder will participate fully in supervision and appraisal procedures.

### 6 JOB CONTEXT AND ANY OTHER RELEVANT INFORMATION

- The post holder is required to respond to questions about the Christian faith from personal experience, in order to contextualise Street Connect's Vision of working with vulnerable people as an expression of Christian love in action.
- The post holder is required to have an active Christian faith on the basis of the face to face contact the post holder will have with participants in facilitating their increasing independence through physical, emotional and spiritual support.
- This post, under the Protection of Vulnerable Groups (PVG) Scheme undertakes regulated work as part of the normal duties and therefore requires an enhanced disclosure and membership of the PVG scheme by the post-holder.
- Holiday entitlement will accrue during the contract period in line with current pay and conditions policy.

### 7 CREATION AND REVISION

<b>Created</b>	26/09/2022
<b>Reviewed and updated</b>	14/01/2025

**PERSON SPECIFICATION: KNOWLEDGE, SKILLS AND EXPERIENCE NEEDED FOR THE JOB**

**Essential**

- Must have Level SVQ3 in Health and Social Care, or equivalent as listed by SSSC as appropriate for the post, or willingness to work towards this.
- Experience in delivering community recovery support
- Experience of working with people in addiction, mental health, and homeless people
- Ability to Facilitate group work.
- Ability to deal with all matters in confidence, with sensitivity, tact, and diplomacy
- An understanding of mental health and addiction issues
- Ability to deal appropriately with challenging behaviour
- Administrative skills and experience
- Excellent interpersonal skills
- Flexibility to respond to a changing environment
- Ability to maintain clear and accurate records
- A commitment to working in partnership with other organisations in order to fulfil the organisation's aims and objectives
- Required to have and be able to evidence a genuine Christian faith and commitment as a genuine occupational requirement
- Current UK driving licence

**Desirable**

- Experience in housing management
- Experiencing in Housing Benefit claims, Tenancy Agreements