

JOB DESCRIPTION

JOB TITLE: HoME PROJECT WORKER

SERVICE: Mental Health and Wellbeing Services

PURPOSE OF THE JOB

The purpose of the job is to provide practical and emotional support to people who have been referred to the service who's condition of property requires specialist support. Through building positive relationships with tenants, you will work with them to maintain their home, working closely with Housing Officers as well as the wider Mental Health & Wellbeing Services team.

You will be responsible for the provision of individually tailored one to one support. The service you provide will focus on the safety and well-being of clients creating a supportive environment which to address the issues they are experiencing with their tenancy. This role will require a high level of multiagency working.

MAIN TASKS

- Provide a one-to-one intensive housing management service to tenants with complex needs (condition of property, hoarding; mental health issues etc.)
- Provide hands on practical support to the tenant, working with them to learn the skills required to successfully maintain a tenancy
- Develop positive relationships with housing officers to achieve shared goals for tenants to increase tenancy sustainment
- Monitor the day to day running of the project
- Use of monitoring tools to record individuals progress and sustainment of tenancy
- Support the tenants to learn new skills to better manage their tenancies based on Independent Livings skills tailored to their individual needs, aspirations and expectations
- Work with individual tenants to set realistic and achievable targets with them to enable progress against individual objectives.
- Develop partnerships with other agencies and training providers to identify, develop and progress client opportunities
- Monitor individuals records and progression to ensure they are maintained and updated
- Ensure tenants training environment and practice are safe in line with Health and Safety requirements.
- Contribute to practice and policy development ensuring they are grounded in the organisation's strategy and values.
- Active involvement in own learning and development keeping up to date with current thinking in employability and applying this in the development of innovative practice.
- Represent LinkLiving in a professional manner at all times and ensure that an efficient and courteous service is provided.

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RELATIONSHIPS

- Mental Health & Wellbeing team
- Link Housing team
- Clients
- Colleagues, including LinkLiving staff, and Link Group business partners
- Local Authorities
- Partner Agencies

ACCOUNTABILITY

This post is accountable to the Mental Health & Wellbeing Services Team Leader

GENERAL

To comply will all relevant data and records management legislation, policies and procedures by ensuring that all information is processed, stored, and destroyed in line with data management practices and retention periods.

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PERSON SPECIFICATION

VALUES	ESSENTIAL	DESIRABLE
Empathy (listen to and understand an individual's needs and circumstances)	√	
Respect (treat others the way they wish to be treated)	√	
Integrity (be honest and have strong moral principles)	√	
Caring (show kindness and concern for others)	√	
KNOWLEDGE / EXPERIENCE & SKILLS	Essential	Desirable
Ability and understanding of how to work with people who have complex needs	√	
Experience of supporting clients with complex issues	√	
Knowledge and understanding the of skills needed for independent living	√	
Positive can-do attitude and shows a willingness to provide practical hands-on support to those who need it	√	
Knowledge of grants of resources available to those on low income	√	
Effective communication skills including excellent written, oral and IT skills	√	
Knowledge of the use of evaluation methods to ensure training is effective	√	
Non judgemental attitude and willingness to embrace diversity	√	
Ability to adapt to new environments	√	
Ability to work openly and honestly within a team setting	√	

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Ability to prioritise and plan own and other members of the team's workload	√	
Ability to use ICT equipment and experience in using online client management systems	√	
Ability to create relationships/partnerships with other voluntary and statutory agencies	√	
Ability to accept support to reflect on performance and accept feedback from others to ensure competence is maintained	√	
GENERAL / OTHER		
Ability to drive and able to travel between services as required	√	
Meet the requirements of Disclosure Scotland Protection of Vulnerable Groups (PVG) Scheme membership for working with both protected adults and children	√	

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TERMS AND CONDITIONS OF EMPLOYMENT

Noted below is a summary of the general terms and conditions of employment of LinkLiving employees. Those quoted apply to full-time posts and part-time staff will be eligible to receive the same employment terms on a pro-rated basis. Employees on fixed term contracts are also eligible, subject to the restriction of their contract. An individual contract may determine additional terms particular to that appointment and employees should also refer to their own contract of employment.

Employer	LinkLiving Limited Registered Office; Link House, 2c New Mart Road, Edinburgh, EH14 1RL. LinkLiving is a partner organisation within the Link group of companies (parent company Link Group Limited) resulting in employer details referencing both "LinkLiving" and "Link."
Hours	Normal hours of work are 21 hours per week, over 3 days (days to be agreed) between Monday to Friday with a minimum 30-minute unpaid lunch break, together with such additional time as is necessary for the proper and efficient discharge of your duties which may include evenings, weekends and public holidays.
Flexible Working	Flexible working options in most roles and services based on the operational need of the business e.g. time off in lieu, flexi-leave.
Contract	Permanent
Location	Normal place of work will be LinkLiving's Edinburgh office and you are also required to travel across all areas of Link's services to fulfil the duties of the post based on business needs.
Salary	£29,249 - £32,093 per annum, pro rata Salary will be dependent on skills and experience An Inflation-Related Pay Award is normally awarded annually in April.
Probation	This role is subject to a 4-month probationary period.
Performance Related Pay	Discretionary annual performance-related salary increase and/or non-consolidated (bonus) pay awards subject to terms of the scheme.
Pay Date	Salaries are paid on the 25th of the month. When the 25th falls on a public holiday or weekend, you will be paid on the last working day of that week.

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Annual Leave	35 days per annum (including public holidays) rising to 38 days after completion of three years' service. Annual leave will be pro-rata for part-time staff. The holiday year runs from 1 April to 31 March. Holiday entitlement for part years is calculated on a pro-rata basis.						
Pension	Link automatically enrolls eligible employees to the defined contribution pension scheme which operates as a net pay arrangement by default. The minimum auto-enrolment rates are: •Link: 5% of basic salary •Employee: 3% of basic salary Employees can opt to increase their contributions: <table><tr><td>Employee:</td><td>4%</td><td>5%</td></tr><tr><td>Link:</td><td>6%</td><td>6%</td></tr></table> Unmatched additional voluntary pension contributions (AVCs) may be made through salary exchange or a net pay arrangement, as either a lump-sum payment or monthly deductions.	Employee:	4%	5%	Link:	6%	6%
Employee:	4%	5%					
Link:	6%	6%					
Pension Contribution Salary Exchange Scheme	Eligible employees can opt in to the scheme by varying their contract of employment to give up a percentage of their gross salary/pensionable earnings (before tax and National Insurance). In return, Link will make a pension contribution of the same value on their behalf, rather than the contribution being deducted through the net pay arrangement.						
Company Sick Pay	Enhanced company sick pay on a sliding scale based on an employee's continuous length of service up to a maximum of 26 weeks full pay and 26 weeks half pay.						
Company Familial Leave	Enhanced familial leave and pay entitlements.						
Business Travel	Authorised business travel undertaken in a private vehicle must be claimed on a cumulative basis for all business miles travelled within the financial year (6 April to 5 April). Mileage rates are subject to change and are typically aligned with HMRC Mileage Allowance Payments: 45p per mile for the first 10,000 miles and 25p per mile thereafter, with an authorised passenger allowance of 5p per mile.						
On-Call	Where an on-call rota is in place, a separate allowance of £20 will be paid per shift.						

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HEALTH & SAFETY

Health & Safety	Link promotes a healthy and inclusive working environment and achieves this aim by supporting active, staff-led Health and Safety Committees, benefits and promotions
Lone Workers	Link provides a range of lone working risk assessments, devices and support from managers with a 24/7 alarm receiving centre to reduce risks of working alone for periods of time.
Smoking	All Link group offices operate a No Smoking Policy (includes cigarettes and e-cigarettes (vaping)). Dependant on your role, you may have to work with people who use our services where there could be an exposure to passive smoking.
Work Wear	Post holder will be provided with appropriate work wear and protective clothing and/or equipment to carry out the duties of your post. Where applicable, it is a condition of your employment that you wear the clothing and/or equipment as provided.

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