



## **ROLE PROFILE**

<b>JOB TITLE:</b>	<b>PROJECT WORKER</b>
<b>LOCATION:</b>	<b>Port Seton</b>
<b>CONTRACT TYPE:</b>	<b>PERMANENT</b>
<b>REPORTING TO:</b>	<b>PROJECT MANAGER</b>
<b>HOURS PER WEEK:</b>	<b>20 HOURS</b>
<b>SALARY SCALE:</b>	<b>£22,476 - £23,642 (Pro Rata)</b>

### **PURPOSE OF THE JOB**

Reporting to the Project Manager, you will work as part of a team providing a safe, secure, supported accommodation unit for homeless people. You will provide a quality service compatible to the assessed needs of each individual. To achieve this, you will identify, plan and facilitate the process of securing appropriate move-on accommodation options for each service user.

### **OUR VALUES**

Our values are at the core of everything we do. They influence our strategy, our vision and the behaviours that we expect of our staff. They are:

- Being people focused
- Integrity
- Quality
- Going the extra mile.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. To assist the project management team in providing a quality service to service users within the project;
2. To provide a contact point in the event of emergencies;
3. To undertake direct key work responsibilities or to co-key work;
4. To provide and plan key work meetings, key work sessions, reviews and other internal/external meetings in conjunction with service users. This will include using Better Futures, communications logs and handovers;



5. To ensure that minimum standards of health, safety and hygiene are both established and maintained in all communal areas, both internal and external to the building. This includes the monitoring of regular cleaning duties and maintenance of grounds;
6. To maintain appropriate recording procedures for all issues relating to the operation of the service, including financial transactions, incident reports, building repairs, etc;
7. To regularly consult with service users on possible developments and/or changes in service delivery and devise and operate systems and structures which both promote models of good practice and encourage service user comment;
8. To ensure that all service users are aware of their rights and responsibilities in being accommodated in the project;
9. To liaise with any other professionals and agencies involved in the provision of the support function to service users;
10. To provide assistance with the service users' general financial management, including the registering of all benefit applications both personal and housing related;
11. To provide general advocacy and advice to service users, including assistance to enable them to meet the conditions of their occupancy agreements;
12. To be responsible for the weekly collection of service user contributions to rental costs, including amenity charge;
13. To undertake regular inspections of the building, facilitating the co-ordination of cyclical and remedial repairs. This may result in the undertaking of minor repairs and/or appropriate redecoration, together with giving access to and supervising the work of trades' people as required;
14. To supervise service users' behaviour as part of the process of maintaining the safety and security of the accommodation, and preventing damage to the property;
15. To ensure that the building security is effectively managed through personal observation, general awareness and routine checks;
16. To participate in staff supervision and performance management processes, meeting on a planned basis as required with the supervisor;
17. To attend team meetings as directed by the Project Manager;
18. To attend training courses as directed by the Project Manager;
19. To undertake any other reasonable duties as delegated by the Project Manager.



<b>PERSON SPECIFICATION – PROJECT WORKER</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Education</b>		<ul style="list-style-type: none"> <li>• SVQ Level 3 Social Care</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Working with homeless people</li> <li>• Working with people being supported by or receiving inputs from multiple agencies</li> <li>• Drug and alcohol awareness</li> <li>• Residential client group</li> <li>• Tenancy sustainment</li> <li>• Homelessness and its effects</li> <li>• Levels of vulnerability re the client group</li> </ul>	<ul style="list-style-type: none"> <li>• Homelessness legislation</li> <li>• Local area networking</li> <li>• Support planning</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Team working</li> <li>• Working with vulnerable people</li> <li>• Working with addiction issues</li> <li>• Working with challenging behaviour</li> <li>• Key working</li> </ul>	<ul style="list-style-type: none"> <li>• Working with people who may have trauma experienced backgrounds</li> </ul>
<b>Skills / Abilities</b>	<ul style="list-style-type: none"> <li>• Effective written and verbal communication</li> <li>• Appropriate assertiveness</li> <li>• Ability to work under pressure</li> <li>• Ability to develop and sustain positive and appropriate relationships</li> <li>• Ability to motivate people using group work process</li> <li>• Computer literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Planning/organising work schedules</li> <li>• Identifying need, planning and facilitating inputs for others</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Personal values consistent with social care</li> <li>• Flexible, adaptable and reliable</li> <li>• Friendly, calm and personable</li> <li>• Patient, resilient and tolerant</li> <li>• Sense of humour</li> </ul>	
<b>Personal Circumstances</b>	<ul style="list-style-type: none"> <li>• Ability to work flexible shift patterns</li> </ul>	



## TERMS AND CONDITIONS SUMMARY FOR CANDIDATES

The following terms and conditions are typically offered to Association staff on fixed term and permanent contracts and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

<b>Probationary period</b>	6 months with a review at 3 months.
<b>Annual leave</b>	20 days' annual leave plus 10 public holidays per annum (pro rata for part time staff and those working less than a year)
<b>Pension</b>	Contributory pension scheme. The Association contributes 3% of gross basic salary and the staff member contributes 5%.
<b>Life assurance</b>	3 times basic annual salary payable on death in service.
<b>Sick pay</b>	Nil pay (other than statutory) for the first 3 months. It then increases to 5 weeks' full pay and 5 weeks' half pay between 3 months' and 1 years' service; 10 weeks' full pay and 10 weeks' half pay between 1 and 3 years' service; and 26 weeks' full pay for more than 3 years' service.
<b>Employee assistance</b>	Free access to a counselling helpline, as well as face-to-face/online counselling or cognitive behavioural therapy sessions.