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| Document: | Job Description and Person Specification |
| **Job Title:** | Housing Project Worker |
| **Project Base:** | Emerging Futures, West Sussex |
| **Hours & Salary:** | 37.5 hours – £23,221 – £25,584 (includes estimated pay award effective 1st April 2023) |
| **Accountable to:** | Team Leader |
| **Job Summary:** | You will be employed as part of a designated housing team providing housing and recovery support to people who are resident in Emerging Futures West Sussex wellbeing accommodation services, providing a safe and homely environment to encourage positive change.  Working within a Psychologically and Trauma Informed Environment you will be responsible for case coordination of individuals residing in the project and the provision of both opportunistic and structured interventions.  Using a blend of Housing First and harm reduction techniques, you will be assessing need and risk, providing tenancy, budgeting, and general living skills support. You will be assisting residents to achieve their individual goals and create move on plans suited to their needs.  Working closely with probation, CGL and other key stakeholders, you will be providing an opportunity for our service users to make positive changes, build recovery capital and establish positive connections within their community, enabling them to lead fuller and healthier lives, free from substance use and crime, in turn supporting safer communities. |
| **Values:** | **Our values**  **Respect**: listening to people and treating them with dignity.  **Integrity**: being honest and open (with each other) and providing a voice for those who are expert by experience.  **Accountability**: taking purpose-driven action, owning our decisions, and remaining flexible as we grow.  At Emerging Futures, we believe that everyone has the potential to change, grow and learn and achieve the best they can in everything they do. We know it takes courage and commitment, which is why we have a passion and competency statement, rather than a mission statement.  *We are passionate about providing people with safe homes where they can connect with others, find rewarding things to do and be motivated to pay it forward. By aligning our passion with knowledge, we have the skills and competence to unlock people’s potential to change their lives.*  You will be someone who is committed to our statement and that shares in our belief in the inherent capacity and potential of all individuals, and that empowering individuals to support each other leads to positive change; not only for themselves, but also for their communities. |
| **Benefits:** | * Minimum 25 days’ annual leave + bank holidays. * Day off on your birthday every year. * Inclusive culture promoting innovation and autonomy. * Extensive Employee Assistance Programme, including access to counselling, specialist advice and an online wellbeing portal. * Enhanced family friendly policies. * Emergency Financial Assistance policy. * Death In Service policy. * Pension scheme. * Option to purchase extra holidays. * Wellbeing hour. * CPD hour. * Cycle to Work Scheme. * Annual company events. * Extensive training package. * Support around personal and professional development. |

**Principal Duties and Responsibilities**

Leadership and Staff Management

1. Provide support to Emerging Futures trained Recovery Coaches.
2. Participate in ongoing community resource mapping and asset-based community development.

Communication, Representation and Engagement

1. Develop and maintain excellent working links/partnerships with community agencies and resources, including faith-based groups, supported housing providers & training and educational providers.
2. Work with local communities, families, employers, and recovery communities to help the development and growth of local resources that support harm reduction, abstinence, wellbeing, and desistance.
3. Linkage and advocacy to mutual aid organisations locally as well as to wider community opportunities including education, sport, wellbeing, and volunteer opportunities.
4. Ensure your services are promoted through a variety of communications, marketing and media sources and platforms.
5. Organise residents’ ‘house meetings’ and liaise, consult with, and actively support residents, encouraging participation in decision making processes wherever possible.

Governance, Legal, Facilities and Risk

1. To ensure all EF’s risk management and quality assurance policies are implemented and staff (paid and unpaid) understand and adhere to EF’s policies and procedures.
2. To ensure the safety of all tenants and service users and maintain awareness of risks and changes in the working environment and contribute to the maintenance and monitoring of health and safety and security policies, systems, and protocols.
3. Uphold data protection legislation and only share client information as per EF policy, local and formally agreed information sharing protocols and client confidentiality agreements.
4. Promote and ensure adherence to Equality of Opportunity policies and anti-discriminatory practice, demonstrating EF’s commitment to valuing diversity.
5. Maintain up to date and concise case notes using a variety of case management systems.

Finance

1. To collect, record and bank rent, and other incomes received by tenants.
2. To complete financial planning with residents including rent collection and monitor non-payment of rent and act in line with the agreed policy and procedures. Provide debt counselling where appropriate.
3. To complete housing benefit forms for tenants and liaise with colleagues from the Local Authority Housing Benefit Department.

Service Delivery & Performance

1. Assist with the referral and assessment pathway between referral partner and Emerging Futures housing.
2. Ensure residents understand their tenancy agreement, their rights and obligations and report any breaches to management.
3. Support tenants to maintain their tenancy by providing hands on, practical help and advice across our network of supported housing.
4. Controlling, accessing, facilitating, and monitoring housing visits from contractors and other visitors/professionals.
5. Provide tenancy sustainment support to reduce the likelihood of eviction and homelessness.
6. Case Coordination of residents including assessment, recovery & life planning.
7. Delivery of a range of structured and opportunistic psychosocial interventions to prevent reoffending or promote sustained and improved wellbeing.
8. Complete incident reports as and when required to a high quality.
9. Periodic inspections of Emerging Futures housing in conjunction with your line manager and arranging for any repairs or improvements to be carried out, including the replacement of furniture.
10. Undertake accurate and comprehensive assessments of need, identifying levels of risk, recovery potential and to establish immediate and longer-term recovery goals.

Other

1. You will be required to work flexibly from varying operational sites as required and agreed with line manager.
2. A willingness to work some evenings/weekends as required.
3. Commitment to continued personal development, maintaining an up-to-date knowledge of developments across the field, legislation, and practice relevant to the service user group.
4. Participate, collaborate on, and co-produce the appraisal, supervision and Learning and Development processes

**Generic Duties & Responsibilities**

Confidentiality

Service user, volunteer and/or staff information is confidential. It is a condition of employment that you will not use or disclose any confidential information obtained in accordance with data protection legislation.

Code of Conduct

All staff are expected to adhere to all EF’s policies and procedures that establish standards of good practice and follow any codes of conduct which are relevant to their own profession.

Privacy & Dignity

Staff should respect service user/family/carer’s diversity, cultural needs and privacy.

Safeguarding

All staff have a duty to safeguard and promote the welfare of service users, volunteers, their families, and carers, you have a duty to ensure you are familiar with safeguarding policies, attend training for safeguarding and know who to contact if you have concerns about an adult or child’s welfare.

Health & Safety

Emerging Futures has a duty of care to employees and will ensure that, as far as is reasonably practicable, adequate training, facilities and arrangements for risk avoidance are in place. All employees are required to comply with relevant Health and Safety legislation and policies relating to Health & Safety and Risk Management

**Person Specification**

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| **Job Title: Housing Project Worker** | |
| ESSENTIAL | DESIRABLE |
| **Education & Experience**  Providing a range of evidence-based interventions to individuals affected by substance misuse and/or offending.  Housing management or experience of working in the housing sector with vulnerable people.  Facilitating successful tenancy sustainment and working to achieve positive community connections.  Experience of working within the Criminal Justice Services and/or thorough knowledge of local Criminal Justice strategy.  Case management of individuals with a variety of complex needs.  Experience of developing partnerships and working collaboratively with other organisations. | **Education & Experience**  Coaching/ counselling/ Health and Social Care qualification.  Experience of delivering group-work and training.  Experience of / training in working with people diagnosed with personality disorders.  Specialist harm reduction experience, relating to drug and alcohol use, offending and housing. |
| **Knowledge, Skills & Abilities**  An in-depth understanding and knowledge of the harmful effects associated with drug and alcohol misuse and offending in relation to health, social welfare, housing, employability, and personal relationships.  An understanding/awareness of current national policies on housing, substance use and community development and the strategies that influence the priorities of recovery services.  A knowledge and understanding of policies related to the safeguarding of children and vulnerable adults and how these influence practice.  Knowledge of the impact that contact with the Criminal Justice System and imprisonment have upon individuals and their children.  Knowledge of local services and geography in Sussex.  A clear understanding of confidentiality and boundaries. | **Knowledge, Skills & Abilities**  Commitment and ability to assertively link individuals to diverse forms of mutual aid including SMART, 12 Step, faith based and families.  Knowledge and ability to use Motivational Interviewing and Relapse Prevention and Management interventions.  Knowledge of the housing law and legal rights of people within the homelessness sector.  Property maintenance skills. |
| **Attributes & Strengths**  Passionate about recovery and an advocate of asset-based, collaborative working practices.  Commitment to the aims and ethos of EF and a desire to bring about positive change in the lives of people in recovery.  Able to demonstrate that your personal ethos and work ethic mirrors the values of EF. | **Attributes & Strengths** |
| **Other**  You are able to obtain an enhanced DBS certification upon appointment. | **Other**  Experience of fund raising, and social enterprise start up.  Full driving licence and access to a car. |