

1625 Independent People Summary of Main Terms of Employment

Employer:	1625 Independent People
Job title:	Project Worker (High Support)
Duration of contract:	Permanent
Main place of work:	High Support Hostel (central Bristol)
Salary scale:	NJC 16-19 (starting at bottom of the scale)
Salary range:	£26, 357 – £27, 852 per annum
Hours of work:	40 hours per week (including paid breaks on site)
Holidays:	30 days per annum plus the usual public and bank holidays in England and Wales or a day in lieu if required to work
Company sick pay:	<p>Less than 6 consecutive months continuous employment, SSP only (annual leave can be used so no loss of pay)</p> <p>6 - 12 consecutive months' continuous employment, 3 weeks' full pay, 3 weeks' half pay</p> <p>12 -18 consecutive months' continuous employment, 6 weeks' full pay, 6 weeks' half pay</p> <p>18 - 36 consecutive months' continuous employment, 9 weeks' full pay, 9 weeks' half pay</p> <p>36 consecutive months' plus continuous employment, 12 weeks' full pay, 12 weeks' half pay</p>
Probationary period:	6 months
Notice on termination:	<p>During probation – employee must give four weeks' notice employer must give statutory notice</p> <p>After - employee must give six weeks' notice Employer must give four weeks' notice or statutory notice, whichever is longer</p>
Pension:	Employer's contribution 4%. Mandatory requirement for employees to contribute 3.2% subject to eligibility.

Please note there may be supplementary provisions in the contract of employment accompanying the above terms. In the event of any inconsistency between the contents of this document and any subsequent contract of employment provided by the employer, the terms of the contract of employment shall prevail.

1625 Independent People Job Description

POST Project Worker

RESPONSIBLE TO: St Georges House Manager

AIMS AND OBJECTIVES: To contribute to the effective running of the High Support Services, which includes supporting and empowering young people to develop independent living skills by delivering high quality support and a comprehensive housing management service.

The objectives should be achieved in line with the organisation's ethos of *keeping the young person at the heart of everything we do*.

TASKS AND DUTIES

1. SUPPORTING YOUNG PEOPLE

- 1.1 Manage a caseload providing regular support sessions with young people (weekly as standard).
- 1.2 Initially and continually assess/record the support needs and risks of young people.
- 1.3 Support young people to achieve positive outcomes, their goals and aspirations, breaking down barriers to achievement and move on. This includes the full range of housing options and supporting engagement in preparing for move on.
- 1.4 Work collaboratively with the full St Georges House team to ensure the best possible support for young people.
- 1.5 Intensify levels of support at times of crisis, for resettlement and for individual young people with complex and/or multiple needs.
- 1.6 Working with young people to maximise their income and manage their money effectively, ensuring that appropriate benefits are claimed, and that young people pay their service charges/rents.
- 1.7 Promote and facilitate a positive rent culture.
- 1.8 Support young people to meaningfully occupy their time, establish their learning needs, achieve relevant qualifications, and access education, training and

employment through internal and external resources and services, liaising with specialist services as necessary.

- 1.9 Promote young people's participation and involvement within and outside the organisation.
- 1.10 Co-ordinate and attend Multi-Agency meetings, liaising with internal and external agencies, and advocating on behalf of young people to facilitate the most appropriate services and outcomes
- 1.11 Accompany young people to appointments, meetings and viewings away from the projects as required and practical.

2. HOUSING MANAGEMENT

- 2.1 Assess, interview, sign up and induct young people to the project.
- 2.2 Use the Housing Support Register (HSR) as required.
- 2.3 Undertake pre-void and void checks and assist in void turnaround including cleaning rooms so that targets are met, and young people's room are clean, safe and well maintained.
- 2.4 Maximise income for the service, including managing the arrears procedure for your caseload, and liaising with Bristol City Council, Department for Work and Pensions and other relevant services as necessary.
- 2.5 Liaise with the projects' management team and external agencies to ensure occupancy is maximised.
- 2.6 Issue occupancy agreements as directed, ensuring that young people understand their rights and responsibilities.
- 2.7 Ensure the health, safety and security of the project, colleagues, young people and visitors, promoting a safe working environment at all times, complying with all health and safety legislation and procedures, seeking guidance as necessary and highlighting any significant deficiencies.
- 2.8 Manage incoming post, telephone, email correspondence to a high standard and provide a welcoming and inclusive service to all visitors.

3. MAINTENANCE AND SERVICES

- 3.1 Identify defects in the buildings, furniture and equipment in order to promote a safe working environment in line with policies on Health and Safety.
- 3.2 Follow the projects' maintenance procedures to remedy all defects, report and co-ordinate the completion of repairs.

- 3.3 Contribute to the upkeep of the projects, ensuring that individual young peoples' rooms, communal and colleague areas are well maintained, serviced, safe and clean.

4. OTHER ORGANISATIONAL AND GENERAL RESPONSIBILITIES

- 4.1 Adopt, in all aspects of the role, the organisation's psychologically informed framework.
- 4.2 Safeguard the welfare of children, young people and vulnerable adults, working within 1625 Independent People's safeguarding policies, South West Child Protection Procedures and local procedures for safeguarding vulnerable adults.
- 4.3 Carry out day-to-day administration functions to ensure that all records and files are maintained and stored securely in line with the Data Protection legislation.
- 4.4 Provide a diverse and culturally sensitive service, ensuring that anti-discriminatory practice and equality of opportunity are promoted within all aspects of Independent People's services.
- 4.5 Promote a safe working environment in line with policies on Health and Safety, highlighting any significant deficiencies to a senior colleague.

The list of tasks is not exclusive, and duties may be varied from time to time, with the job description being subject to review and periodic amendments.

1625 Independent People Person Specification

PROJECT WORKER

CRITERIA	ASSESSMENT METHOD	
	Application Form	Interview process
1. An understanding of and a commitment to working within an Equal Opportunities framework, safeguarding and confidentiality policies and guidelines.	<input checked="" type="checkbox"/> Safeguarding and confidentiality	<input checked="" type="checkbox"/> Safeguarding and equal opps
2. Understanding of the needs of young people and the skills to support them because you believe that young people deserve the best service we can provide.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Ability to provide high quality support whilst managing challenging situations, establishing and maintaining professional boundaries and effective working relationships with young people.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. Ability to assess support needs and risk, understand the implications and manage cases effectively.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. An ability to undertake housing management responsibilities and the skills or ability to learn to apply these. For example, relevant legal best practice, entry and exit processes, rent administration, cleaning and maintenance, Health & Safety issues etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6. Sound administrative and record keeping skills with a working knowledge of common IT packages and software.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Ability to support young people, colleagues, and the team in promoting a positive rent culture.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8. Awareness of health and safety issues in a high support service setting and how this affects colleagues, young people, and other stakeholders.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Ability to manage case load responsibilities, whilst assessing priorities and ability to adapt to dynamic environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. An understanding of Psychologically Informed Environments and	<input type="checkbox"/>	<input checked="" type="checkbox"/>

how they apply to high support services.		
Requirements		
11.Ability to work to a fixed rolling rota which includes evenings and weekends.	<input checked="" type="checkbox"/>	<input type="checkbox"/>