

ADULLAM HOMES HOUSING ASSOCIATION LIMITED



Role Profile

JOB TITLE	Project Worker
LOCATION	Staffordshire High Level Service
OUR MISSION	Restoring hope and dignity through quality housing and support
OUR VALUES	Valuing the Individual Integrity and Fairness Striving for Excellence
OUR ASSOCIATION	Adullam Homes provides quality accommodation and support through an organisation motivated and informed by Christian principles.
SALARY	£18,349.00 pa
REPORTS TO	Senior Project Worker
RESPONSIBLE FOR	No supervision duties

OVERALL PURPOSE OF THE JOB

The primary purpose of this post is to co ordinate a multi agency response through a person centred support package for vulnerable people who have been Excluded from accommodation or are at risk of becoming homeless. The post holder is responsible for the delivery of a person centred support package that is tailored to each individual accessing the service, under the guidance and supervision of a senior/manager. The support will assist service users in developing the skills required to maintain their tenure, enabling them to re-establish themselves in the community and move on to independent living. The postholder must behave in a way consistent with our values and standards and deliver an excellent professional service.

RESPONSIBILITIES and ACCOUNTABILITIES

This list of accountabilities and responsibilities is not intended to be exhaustive and the jobholder will be expected, for time to time, to undertake other such tasks as are required to ensure the effective operation of the service.

Resident Support

- To process referrals
- To assist in the development and review of person centred support and risk management plans in conjunction with individual service users and other statutory and voluntary agencies working with service users.

- To act as an advocate orally and in writing on behalf of the service user to ensure they receive the services and benefits to which they are entitled.
- To encourage service users in developing their skills for independent living e.g. practical household tasks, interpersonal skills, budgeting and taking responsibility for paying bills, To enable and empower service users to undertake activities in the wider community and maximise opportunities for work, training, leisure and education.
- To monitor and review caseload ensuring an equal balance of the workload is maintained and manageable.
- To promote service user involvement opportunities and to motivate and enable service users to take up these opportunities.

Administration

- To maintain up to date records in accordance with the organisations procedures and assist with the production of statistics, reports and input into evaluation.
- To keep all service user files/information in accordance with the data protection act and the organisation's confidentiality policy.
- To monitor and review documentation used.

Project team member

- As well as working independently you must be able to work as part of a team and provide cover for colleagues in their absence as and when required.
- Participation in supervision/appraisal meetings for professional development.
- To provide and communicate a comprehensive handover to colleagues
- To attend team briefings and other relevant meetings as and when required.
- Participation in training activities.
- Support and co-operate with other team members.

Personal Responsibilities

- To maintain the highest level of confidentiality within the Associations Policies and Procedures.
- Contribute to the overall development of the Association by using individual skills, strengths and abilities.
- Promoting the Project to the wider community to include networking and liaising with a wide variety of agencies.
- Any other duties that are deemed appropriate to the post

Health and Safety

- To be aware of the policies of the Association and to ensure that such policies are carried out and good practice is maintained.

Other

- An enhanced current CRB is required.
- Must hold a current clean driving licence.

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Competency Profile

These are the skills, knowledge and behaviours we will be looking for this postholder to possess. There are 4 main competency areas we will be assessing: Leadership and Management; Professional and Intellectual; Organisation and Business; Personal and Interpersonal.

Post : Project Worker

Location : Cheshire Services

Competencies required			
Primary	Component	Description	Assessed by
Leadership (and Management)	Leadership(and Management)	Acts consistently with our values. Always considers the impact of decisions on others; participates in defining own objectives; gives support and encouragement to others and helps others to develop; shares experiences	Application form Group exercise Interview
	Planning and Organising	Plans and schedules routine tasks; prioritises routine issues; anticipates problems and takes appropriate action; makes effective use of available resources; keeps appropriate records as required	Application form In-tray exercise Interview
	Quality Orientation	Accepts constructive criticism and acts upon it to improve own performance; uses established processes and procedures to ensure consistency of quality; works to agreed standards; pays attention to detail and meets deadlines.	Application form Interview
	Persuasiveness	Interacts confidently with others; is prepared to accept consensus	Application form Group exercise

Competencies required			
Professional and Intellectual	Specialist Knowledge and Experience	<p>A basic knowledge and understanding of:the needs of homeless people, young people and teenage parents; and of the relevant support agencies that service users may need and how to access them.</p> <p>An up to date knowledge of welfare benefits and related entitlements</p> <p>Can evidence application of skills and knowledge through previous activities.</p> <p>Has a basic understanding and proficiency in IT packages (e.g. MS Office, Outlook, role-specific packages) and/or the ability to learn quickly</p>	Application form Interview
	Problem Solving and Analysis	Can identify the key issues in a situation; evaluates the appropriate level of detail; identifies problems; receptive to new ideas; thinks logically	Problem solving exercise Verbal and/or numerical reasoning test Interview
	Oral and Written Communication	Uses clear, simple, jargon free language; explains simple concepts and ideas clearly and fluently; uses appropriate channels of communication; checks that others have understood; uses logical arguments to back up suggestions; actively listens	Application form Verbal reasoning test Presentation
Organisation and Business	Creativity and Innovation	Understands and accepts the need for change; has occasional innovative ideas; contributes to development of new ideas in team meetings	Interview

Competencies required			
	Action Orientation	Demonstrates perseverance and resilience to overcome reasonable obstacles; shows initiative; willingness to learn from experience; prepared to seek help and guidance when necessary; makes decisions within the boundaries of own role; is positive and enthusiastic	Application form Group exercise Interview
Personal and Interpersonal	Interpersonal Sensitivity	Establishes co-operative and effective working relationships with others; shares knowledge and experience as appropriate; acts in a diplomatic and tactful manner and shows respect; displays control even in adverse situations and with difficult people; relates effectively with other team; attuned to own behaviour and impact on others; challenging and assertive when required.	Application form Group exercise Interview
	Flexibility	Understands and accepts the need for change; is happy to change working methods when situation demands; accepts consensus decisions	Group exercise Interview
	Resilience	Demonstrates perseverance and resilience to overcome reasonable obstacles; remains calm in the face of problems; willingness to learn from experience including setbacks; positive and enthusiastic	Application form Interview
	Personal Motivation	Enjoys challenging work; shows determination to succeed; is committed to achievement in role; committed to self-development.	Application form Interview