

JOB AND PERSON SPECIFICATION

JOB DESCRIPTION

Job Title:	Project Worker
Service:	Newhaven Foyer
Reports to:	Projects Manager
Responsible for:	N/A
DBS check	Enhanced with Adults and Children Barring list check

Job Purpose:

At saha we are dedicated to providing comprehensive, good quality housing services, support and resettlement.

The Project Worker will engage creatively with people who are or who have recently experienced homelessness to identify, and enable the growth of their strengths and talents as you work with them to develop the skills and resources to transform their lives and enable independent living

Main duties and responsibilities:

1. To provide individual service users with the best possible comprehensive supported housing service whilst operating a psychologically informed environment.
2. To act as keyworker to a caseload of residents, enabling them to take ownership of their journey with saha.
3. To carry out a strengths-based assessment with applicants, facilitating the co-production of a person-centred plan, that enables individuals to achieve their goals and aspirations and the opportunity to identify and develop their talents.
4. To deliver or facilitate group or one-one sessions with residents that provide opportunities for them to develop their skills and strengths
5. To encourage and enable residents to engage in a variety of activities that provide a platform for their skills and strengths to be developed and recognised.
6. To actively engage residents in developing and understanding the service and their responsibilities under their licence agreement.
7. Support and facilitate our residents to take part in the development and running of the service.
8. To deal with non-compliance issues in a proactive way, using restorative practices
9. To proactively ensure residents are empowered to keep up with their rent payments, monitor rental income and keep rental arrears to a minimum in order to stay within the target percentage.

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10. To be responsive to instances of disrepair within accommodation
11. To help ensure the speedy re-let of void properties within the target turnaround period
12. To develop and maintain good professional working relationships with internal colleagues and external service providers creating close and productive partnerships in order to aid the provision of good quality support services and create a professional image of saha.
13. To work within saha's safeguarding policy and procedures, ensuring a person-centred and contextual approach to safeguarding and that appropriate action is taken in order to safeguard the wellbeing of children, young people and adults at risk, protecting them from harm whilst respecting their rights, wishes and feelings
14. To be consciously aware of and use saha safeguarding and health and safety rules, dealing with and / or reporting issues in accordance with local requirements
15. Maintain saha system requirements for creating and storing client records, reports and measuring outcomes
16. Participate in our shift rolling rota system over 7 days

Related activities:

1. To participate in essential training, role related training and to work in accordance with relevant saha regulations including, for example the Code of Conduct, Equality, Diversity and Inclusion, Safeguarding, Health and Safety and Information Security.
2. To fulfil the role by being adaptable and flexible to the overall activity that is necessary to be successful and effective.
3. To fully align with saha values and behaviours and to adopt an 'advantaged thinking' perspective through language, conduct and behaviour.

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Job Title:	Project Worker
Service:	Newhaven Lodge

Essential qualifications / memberships:

Though not essential, the following membership / qualifications or equivalent level experience would be beneficial in this role

- Chartered Institute of Housing
- Social care qualification
- Degree level qualification in a relevant field

Aptitudes / Abilities:

- Proactive and self-motivated with a can do attitude
- Demonstrable empathy with the client group
- confident and capable communicator with the ability to inspire, engage and challenge
- Great verbal, written and influencing skills
- Ability to use a computer, eg Microsoft packages and capacity to successfully navigate support packages used by saha
- Able to participate in the shift rolling rota system over 7 days

Experience / Interests:

- Experience of or knowledge related to working with homeless people
- Proven capacity to deal successfully with difficult and complex situations
- Understanding of wider support and funding facilities available for vulnerable clients
- Experience of supporting vulnerable people or groups

Values and behaviours:

To be successful in this job you need to be fully aligned with our values and behaviours. They mean a lot to us. They help define how we should all work and this helps us to stand out from other providers and employers. Please see over.

V1 June 2021



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VALUES AND BEHAVIOURS

<p>Servant Leadership</p> <p>Saha is a Christian faith-based organisation, with a participative, collaborative, encouraging and supportive leadership style (we welcome residents/service users, and employees regardless of faith)</p>	<p>Team members will:</p> <ul style="list-style-type: none"> • Embrace servant leadership • Put the needs of others first • Work together to achieve common goals • Demonstrate understanding, patience and active listening • Offer encouragement and praise • Be aware of the impact of what is said • Be open and honest • Enable residents/service users to develop their own potential 	<p>Managers will also:</p> <ul style="list-style-type: none"> • Demonstrate a consultative and collaborative leadership style • Seek the positive in all situations • Offer and provide support where appropriate • Encourage others to develop and grow • Enable colleagues to develop their own potential
<p>Passion</p> <p>On a corporate and personal level we are driven by a desire and commitment to help those labelled as 'vulnerable' by society to develop, flourish and achieve their full potential</p>	<p>Team members will:</p> <ul style="list-style-type: none"> • Be passionate about supporting saha's priorities and mission • Be committed to working for saha • Be proud of your contribution • Be positive and open to new ways of working • Identify barriers to success • Seek opportunities to grow 	<p>Managers will also:</p> <ul style="list-style-type: none"> • Champion saha's values and behaviours • Drive saha's mission and goals • Ensure people who need care and support get full attention • Trust and give people space to complete their work • Welcome, act on and give honest feedback
<p>Inclusion</p> <p>We aim to provide an environment where everyone has a sense of belonging and feels valued</p>	<p>Team members will:</p> <ul style="list-style-type: none"> • Include others through conversation and consultation • Recognise that everyone has a contribution to make • Build strong working relationships • Examine own assumptions and treat people with dignity and respect • Recognise what others value, and address misunderstandings • Check how people want to be addressed, and use <u>humour</u> appropriately • Speak out about discriminatory and non-inclusive behaviour 	<p>Managers will also:</p> <ul style="list-style-type: none"> • Include others through conversation, consultation and collaboration • Value the diverse attributes of individuals and your team • Use diversity of opinion as an asset • Recognise and support the needs of people as individuals • Create an environment where people feel included, respected and valued
<p>Respect</p> <p>We believe in fostering a culture of mutual respect between residents, service users, colleagues and delivery partners</p>	<p>Team members will:</p> <ul style="list-style-type: none"> • Respect yourself and others in words and actions • Protect and respect confidential information • Ensure people can maintain their dignity • Make it easy for others to work alongside you • Be considerate, encouraging and reliable • Speak out if things go wrong • Build trust in every relationship 	<p>Managers will also:</p> <ul style="list-style-type: none"> • Deliver on your promises • Support and enable the wellbeing of others • Uphold a high level of respect and personal credibility • Be grounded in ethics and integrity • Take a solutions focus when things go wrong
<p>Effectiveness</p> <p>We are solutions-focussed and are committed to achieving our objectives and Transforming Lives in the long term</p>	<p>Team members will:</p> <ul style="list-style-type: none"> • Consider the effectiveness of behaviours and actions • Strive to deliver your best every day • Be open minded and flexible to change • See challenges as opportunities • Share and try new ideas to find the best way 	<p>Managers will also:</p> <ul style="list-style-type: none"> • Inspire others to deliver priorities and objectives • Welcome and encourage ideas to improve services • Make decisions with sound judgement and transparency • Be solutions oriented • Give recognition for achievement and celebrate success • Think strategically, minimise risk and deliver value for money