



Supported housing for young people

Park Lodge Project
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Job Description

Project Worker

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| Job Title: | Project Worker |
| Hours of Work: | 37.5 hrs per week (will include day, evening and weekend working) Fixed Term – 12 months |
| Salary: | £20,253 - £22,212 per annum (full time) |
| Holidays: | 32 days annual leave to include public holidays pro rota |

An Enhanced DBS check is required for this post as the post holder will be directly working with vulnerable young people

Overall purpose of job

To assist in the provision of a safe, efficient, cost effective 24 hour provision of supported accommodation for young people aged 16 – 25 years.

To ensure that the necessary advice and support is given to the service user group (including support to those with language barriers and/or who may have experienced trauma), so that they can achieve their aims in education, training, employment and independent accommodation.

To assist in the everyday management of the Project.

Accountability

The Project Worker is accountable to Deputy Managers, Manager and ultimately the Management Committee.

1. Main duties and responsibilities

- To maintain supportive relationships with residents and deal with difficult and problematic situations in an appropriate and sensitive manner, keeping within the boundaries of policies and procedures and recording contacts and incidents appropriately.
- To use one to one key work sessions to give support to individual residents on at least a weekly basis, to enable their needs to be met and outcomes achieved.
- To participate in and provide group work sessions with residents relating to health, life skills, and leisure activities.
- To provide practical help and advice to residents with welfare benefits, re-housing, employment, education and training and health issues.
- To uphold the Equal Opportunities Policy by addressing issues of discrimination in all forms.
- To act as an advocate and give support to residents when dealing with external agencies, for example social services, courts and Home Office amongst many others.
- To ensure that all residents understand the House Rules and the consequences of actions that may lead to the loss of their accommodation.

2. Administration and Finance

- To adhere to all financial procedures
- To follow the admissions and referral procedure
- To bring to the attention of senior staff any breaches of residents' license agreements.
- To maintain written records including: residents' daily logs, daily handover sheet and any monitoring information as appropriate.
- To be prepared as part of the project team to assist in the preparation of reports, statistics and other information that may be required.
- Any other administrative tasks as may be required to ensure the smooth running of the Project.
- To accurately and concisely record information in accordance with the open access policy, confidentiality and data protection.
- To refer to the on-call and emergency procedures as appropriate.

3. Maintenance and Health and Safety

- To follow procedures laid down for the Health and Safety of all who live, work and visit the Project.
- To ensure the safety and security of the premises and contents at all times.
- To follow procedures laid down for the day-to-day maintenance of the unit and report repairs to the manager and maintenance contractors and monitor these until completion.
- To assist with involving residents in developing a safe accommodation project through involvement in health and safety checks and increasing their own awareness of personal and building health and safety through information, leaflets and advice.

- To assist in house-keeping duties as necessary to complement the domestic help.
- To consistently ensure that residents are supported to maintain their accommodation.

4. General Responsibilities

- To contribute to a high quality and effective delivery of service.
- To participate in the daily handover at the beginning and end of each shift.
- In conjunction with your Line Manager to continuously develop the role to ensure that all tasks are being undertaken in an effective and appropriate manner which meets the strategic aims and objectives of Park Lodge Project.
- To participate in regular supervision and annual appraisal and assist in identifying your own job related development and training needs, evaluate work performance and aid and assess professional development.
- To ensure that all Park Lodge Project's policies and procedures are adhered to, particularly those relating to Health and Safety, Code of Practice and Confidentiality.
- To contribute to the effective implementation of Park Lodge Project's Diversity and Equality Policy as it affects both Park Lodge Project and its work with young people.
- Undertake any other duties that maybe required which are commensurate with the role.

Disclosure and Barring Service

As Park Lodge Project meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a DBS check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

Park Lodge Project aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Park Lodge Project welcomes applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.