

JOB DESCRIPTION

Job Title: Supported Housing Worker

Hours: 30 hours: Monday to Friday (9:00am to 5:30pm). Specifics to be negotiated. N.B. To include a 7pm finish on Tuesday.

Annual Leave: 20 days.

Salary: £22,442.00 gross per year (£27,050.40 *pro rata*).

N.B. You must have a right to work in the U.K. and must be able to provide evidence of this.

Main Purpose of the role

- To be part of a small experienced team providing support and housing for up to 25 homeless clients in Maida Vale (Westminster).
- To be involved in the running and management of four supported housing properties (Supporting People Contract) under the direction of the joint Managers. To ensure that the service provided is responsive to the needs of the residents.
- To provide keywork support for residents. This will include the completion of Support plans, Needs assessments & Risk Assessments.
- To maintain appropriate administrative and monitoring systems for the supported housing to meet 'Supporting People' standards.
- To take a supporting role in assessing referrals and any consequent assessments of prospective residents.
- To manage the admission and discharge procedures for your residents and other residents when circumstances dictate.
- To attend training as required by the homeless sector and by statutory requirements
- To liaise effectively with external agencies as part of residents' support plans.
- To ensure Health and Safety standards are kept in all the buildings.
- To assist with responsibility for arranging and overseeing the maintenance of the fixtures and fittings of Wytham Hall properties, including cyclical inspections, repairs and decoration.
- To attend weekly team meetings and other meetings as required.
- To provide cover for other members of staff and liaise effectively with colleagues ensuring the accurate sharing of information.
- To work flexibly as the role and circumstances require.

- To demonstrate effective timekeeping skills generally and to arrive at work punctually and ready to begin work.
- To take a supporting role in Wytham Hall's AQA programme under the supervision of one of the joint Managers.
- To take a share of responsibilities for collecting the weekly service charge and managing own simple petty cash.
- To attend and contribute to quarterly review meetings with 'Supporting People' as part of the whole team.
- To be familiar with basic I.T. and Word Processing.
- To be comfortable with occasional lone working and occasional duties outside of normal hours.
- To liaise with healthcare professionals as required by your clients' needs.
- To make referrals for such as training & re-housing.
- To chair and minute monthly house/flat meetings.
- To take on the shared role (with training) of fire marshal.
- Other duties as might from time to time be agreed with the joint-Managers.
- To act always in the best interests of Wytham Hall.