

## The Foxton Centre – HUB Project Worker

### Job Description

POST:	<b>HUB Project Worker x 4</b>
HOURS:	37 hours per week hours over a 24hr service, 7 days a week
PLACE OF WORK:	The role is based at our HUB in Preston
EMPLOYER:	The Foxton Centre
RESPONSIBLE TO:	Housing First Team Manager
SALARY:	£20,952

#### **Main Role:**

To provide cover to our HUB 24 hours a day seven days a week as an emergency accommodation for rough sleepers and clients with complex needs. To ensure the safety of residents and to offer support and 1:1 work through a case load.

#### **Main tasks and responsibilities.**

- To maintain a caseload of clients and offer clients assertive, consistent, ongoing advice and guidance tailored to their individual needs.
- Complete Assessments with clients and meet their immediate needs regardless of what time of day or night they enter the HUB
- Responsible for liaising and networking with partner agencies and feeding into strategic multi-agency groups, as well as completing referrals to other agencies
- Carry out risk assessments in relation to all clients, and carry out regular reviews in line with our risk management protocols
- Administration duties such as compiling statistics and progress reports, including recording and monitoring of case loads
- Evaluate and monitor the work as required and update monitoring databases including reviewing client progress with service users using evidence-based review tools.
- Identify ways in which project services can develop and improve with special reference to homeless and vulnerable people in Preston.
- Participate and Contribute to Foxton Centre Team, contributing to the ethos of continuous improvement
- Proactively engage with difficult and vulnerable clients and support clients to make informed choices about their own wellbeing

- Advocate where possible on behalf of clients with external agencies e.g. Drug / Alcohol Services, Probation, Health Care Providers
- To motivate and help clients access pathways to accommodation and ensure they comply with terms of their tenancies
- Carry out room checks and maintain a welcoming and friendly environment
- To ensure appropriate funding and administration is completed for clients and the HUB
- Undertake welfare checks and safeguarding referrals where required
- Provide clients with practical and emotional support to address clients' needs active engagement, and build on client's strengths
- Ensure that vacant rooms are ready for new clients as soon as possible, taking appropriate steps to enable new referrals into the service
- Ensure all service users case files are up to date and relevant, in line with The Foxton Centre policy and procedures.

### **Other tasks and responsibilities**

Undertake training as required

- Attend regular supervision and undertake training
- Attend and participate in regular Team Meetings.
- Task will include addressing any anti-social behaviour, completing housing benefit claims and addressing any issues in a timely manner.
- Liaise with other relevant agencies
- Diffuse difficult or dangerous situations and seek assistance when required
- Have an awareness of hygiene, health and safety issues and fire alarm procedures
- To prepare rooms for new service users

## **HUB Project Worker**

### **Person Specification**

- Experience in working with client experiencing homelessness
- Managing complex and difficult situations in relation to people
- Experience of case work including case management systems
- Experience of completing administration tasks such as compiling data, stats and reports
- An understanding of housing issues and regulations
- Ability to liaise with and co-ordinate the work of a number of agencies / individuals to achieve effective outcomes for clients
- An understanding of the issues involved in providing support to people with mental health and complex needs
- Adhere to policies and procedures within the organisation
- Ability to be flexible in approach and a commitment to Diversity and Equality.
- Understanding of professional boundaries and the importance of confidentiality
- Understanding of the issues involved in providing support to people with complex support needs including alcohol and substance dependency, as well as enduring mental health needs

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### Person Specification

Essential (E) and Desirable (D) Requirements		
	Requirement	Where Assessed
<b>Values:</b>	Be strongly committed to all people in society having the same opportunities as each other (E)	CV / Interview
	Be strongly committed to treating people fairly and with respect no matter what their race, gender, sexual orientation, religion or ability (E)	CV / Interview
	Be strongly committed to non-judgemental approaches to working with homeless and/or vulnerable people. (E)	Interview
	Be strongly committed to the values of the Foxton Centre as expressed in its Mission Statement. (E)	Interview
<b>Understanding:</b>	An understanding of difficulties and problems facing homeless people including those sleeping rough and of the ways in which those issues can be overcome. (E)	CV / Interview
	A working knowledge of appropriate referral pathways, housing legislation and benefits rights. (E)	CV / Interview
	Understanding of working with vulnerable men and women experiencing long term homelessness (E)	Interview
	A working knowledge of the statutory and voluntary sector housing services and providers. (D)	
	Interest and understanding of trauma informed working practices (D)	
<b>Qualifications:</b>	A health/social care or equivalent qualification. (E)	CV/ Interview
	Lived and or work experience of alcohol/substance misuse, homelessness mental health issues. (E)	
	Able to work flexibly un-social hours maybe be required to fit the needs of the project	

<p><b>Ability to:</b></p>	<p>Advocate successfully on behalf of clients if required (E)</p> <p>Work successfully with vulnerable people, colleagues in a range of agencies (E)</p> <p>Work independently and as part of a team. (E)</p> <p>Keep accurate and up to date confidential records/evaluation to a high standard. (E)</p>	<p>Interview</p> <p>CV/Interview</p> <p>Interview</p> <p>CV/Interview</p>
<p><b>Experience:</b></p>	<p>The successful candidate will have:</p> <p>At least one years' experience of working with vulnerable and/or homeless people. (E)</p> <p>Experience of working as part of a team and also lone working. (E)</p> <p>Experience of networking with service providers. (D)</p>	<p>CV</p> <p>CV/Interview</p> <p>CV/Interview</p>
<p><b>General:</b></p>	<p>Be willing to participate in further training relevant to the post. (E)</p> <p>Comfortable and pro-active in working with vulnerable people. (E)</p>	<p>CV</p> <p>CV</p>