



JOB DESCRIPTION & Person Specification	
Job Title:	Supported Housing Worker
NJC Scale Point:	NJC Pt, 9 –Pt 19 depending on experience, pro rata for part time roles.
Hours:	37.5 hours per week and such additional hours as are required by the business from time to time. The hours will usually be worked on a Rota basis including evening, weekends and bank holidays.
Annual Leave:	26 days plus statutory and bank holidays (1 additional day after each year of service, up to a maximum of 31 days).
Location:	Burlington Street (Bath) and Barton Buildings (Bath) and any other location reasonably requested by the organisation.
Pension:	Contributory pension scheme (employer's contribution 7% to a minimum 3% contribution from employee).
Accountable to:	B&NES Supported Housing Team Leader
Accountable for:	None

Principle Purpose of the Job

Work as part of a small and vibrant team within 2 abstinence-based supported housing projects working in a personalised way with residents enabling them to sustain their recovery and achieve independent living. Provide an effective housing management service which ensures that the building remains a safe and pleasant environment for all.

Key Duties and Responsibilities

Housing Management

- Complete assessments of potential residents and make decisions on their suitability for the project, including other services when assessing an individual for a detox.
- To ensure all house rules are adhered to and cleaning duties completed.
- Ensure a safe dry house environment through regular testing.
- Support residents to pay their rent and service charge in full and on time.

- To carry out delegated safe & safety tasks and arranging for external contractors to carry out checks.
- To carry out allocated repairs within identified timescales.
- To promote Supported Housing across the organisation, ensuring that DHI's values are embedded.

Support Work

- To support clients to complete a detox within Burlington Street and successfully move into the main house
- To support clients with a broad range of needs including housing, welfare benefit, health, employment.
- To hold a caseload of clients, producing regular personalised SMART support plans and risk assessments to support them to maintain abstinence and live independently.
- Co-working with a range of partners both inside and external to DHI including drug and health services.
- To proactively liaise with Housing Benefit, DWP and any other agency to ensure client support and income is maximised.
- Support clients to achieve a successful move on, including removing barriers, finding suitable accommodation and setting up the tenancy.
- Complete move-on referrals for clients to make a successful move-on.

Organisational Responsibilities

1. At all times adhere to DHI policies and procedures, with specific reference to:
 - Confidentiality: ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.
 - Data Protection Act and Information Governance: to comply with the requirements of the Data Protection Act and General Data Protection Regulations (GDPR) all policies and procedures relating to Information Governance and security of data.
 - Equal Opportunities and Diversity: to ensure that all service users, their partners, colleagues both within DHI and other partner organisations are treated as individuals by following DHI's Equality and Diversity Policy.
 - Health and Safety: to ensure you comply at all times with the requirements of the Health and Safety regulations and DHI's Health and Safety Policy and Procedures. You are responsible for taking reasonable care with regard to yourself as well as any colleague, client or visitor who might be affected by an act or failure to act by yourself.
 - Quality Assurance: to ensure all activities are managed in a way that supports DHI's Quality Assurance systems.
 - Safeguarding: DHI is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

- Lone Working: to work in accordance with the DHI Lone Working policy and procedures.
2. At all times adhere to contract requirements, relevant legislation, good practice, with specific reference to: The DoH Drug Misuse and Dependence – Guidelines on Clinical Management; Ethical Framework for Good Practice NTA, NICE.
 3. Participate in the organisational planning processes and contribute to the establishment of DHI's business plan.
 4. To perform as part of the Supported Housing Team and wider DHI team, attending and participating in regular meetings, appropriate training courses and in skills sharing sessions.
 5. To participate in regular supervision and support.

This job description contains only the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.

Developing Health & Independence

Supported Housing Worker

PERSON SPECIFICATION

Essential Skills

1. You will be able to demonstrate the ability to create and follow personalised SMART support plans driven through self-directed support and client empowerment
2. You will be able to demonstrate your ability to support clients with a wide range of needs and barriers to achieve independent living including substance misuse, mental health and offending
3. You will have excellent time skills in order to organise your workload to complete all client work, housing management and repairs within the time scale set by the Team leader
4. You will have a practical, pro-active, creative and flexible 'can do' approach
5. You will have knowledge and experience in housing support
6. You will have proven negotiation and communication skills
7. You will have an excellent level of IT literacy in MS Office products and case management systems
8. You will be Committed to equal opportunities and anti-discriminatory policy and practice
9. You will be able to work flexibly, based on the service needs within the Working Time Regulations

Desirable Skills

1. Experience of housing management and/or health & safety
2. Experience of managing budgets