



ROLE PROFILE RIGHT JOB, RIGHT PERSON

Job Details

Job Title: **Project Worker**

Location: **Newport Schemes**

Reports To: **Deputy Manager**

Job Family: **Staff**

DBS: **Enhanced +**

Responsible For: **Scheme Support Officers / Cleaners**

Hours

37 hours per week. Rotating shift system, including sleep-ins, weekends and bank holidays. Project workers will be expected to be flexible with the rota, covering sickness/holidays, etc.

Who We Want

A vibrant, enthusiastic, energetic and self motivating person who is committed to achieving positive outcomes for the people they support. The ideal candidate will have strong leadership skills and be a positive role model for our service users. The ideal candidate will also be able to demonstrate with examples how their values relate to the Pobl group core values.

Job Purpose

To support service users to develop the key skills to achieve positive progression and to develop the skills to re-settle in the community. Project workers are expected to lead each shift and to direct the work of scheme support officers.

What this Job does

Manage the scheme in the absence of scheme manager. To assist with the supervision of the premises, including day to day running of the scheme when the manager is on site.

To interview & book in prospective clients and to offer them accommodation at the scheme as appropriate.

To develop and deliver workshops and facilitate client engagement at the scheme and in the community.

To liaise with Social Services, Benefits Agencies, Housing Department, Resettlement Worker, Health and Safety and other relevant agencies, on matters affecting prospective and current clients of the scheme.

To show clients around the scheme, explaining to them how the project is run and the layout of the building.



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To advise on re-housing options and make referrals to other agencies in relation to temporary and permanent accommodation.

To advise on welfare benefits where appropriate and ensure that clients know where to claim and that the right type and amount of benefit is claimed.

To keep accurate records of people referred to and staying at the scheme and write reports as required.

To support service users to achieve measurable goals within the Supporting People Outcomes Framework.

To maintain clients' personal files and update records of their progress in the scheme in relation to internal KPI's and Supporting People Outcomes Framework.

To manage incidents and crisis calmly and effectively.

To direct the work of relevant scheme staff and take responsibility of their supervision and development.

To carry out any necessary housekeeping as required.

To handle small amounts of cash when necessary and to record the use / storage of that money accurately and appropriately.

To attend meetings and staff training as required.

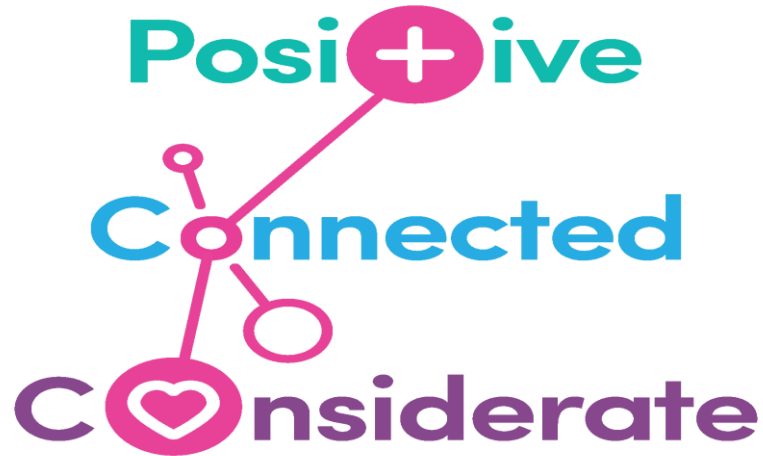
To keep information about the projects, the staff and the residents confidential.

To keep up-to-date with Pobl policies and procedures.

To carry out other reasonable duties as required by the Manager.

How this Job is done

Our values:



Who does this Job

Person Specification	Essential or Desirable	Evidence
Experience		
Relevant work experience.	E	Application Interview
Experience of direct work with vulnerable people, for example homeless, Mental Health, Substance Misuse or Disability.	E	Application Interview
Skills & Abilities		
Good standard of IT literacy.	E	Application interview
Good communication skills and ability to build rapport.	E	Application
Sensitive and practical approach to advice giving.	E	Interview
Realistic goal setting for self and others.	E	Application; interview
Ability to write clearly, and good report writing skills.	E	Interview
Ability to work in and deal effectively and efficiently in a crisis and to work with minimum supervision.	E	Application
Demonstrable leadership and ability to supervise.	E	Application
Ability to work as part of a team.	E	Application; Interview

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Person Specification	Essential or Desirable	Evidence
Good listening skills.	E	Interview
Knowledge and Understanding		
Knowledge of housing and welfare benefits.	D	Application; Interview
A general awareness of housing issues and tenancy related law.	D	Application; Interview
Education and Training		
Good Standard of literacy and numeracy.	E	Application Interview
Additional Values & Qualities		
Leadership, Enthusiasm, Flexibility, Commitment, Confidence	E	Application Interview
A full driving license with access to a car for work	D	Application Form

Our Core Skills and Competencies

Everyone employed by the Pobl Group have the following core skills and competencies:

Core Skills & Behaviours	Be Customer Focused Be Results Focused Be a Team Player Be a Communicator Be Safety Conscious Be a Solution Finder Be Efficient Be a Role Model
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