



COLCHESTER KORBAN PROJECT

Job Title:	Move-on Project Worker	Location:	Colchester
Hours:	12 hours/week Requires at least one weekday evening	Position Type:	Part-time.
Salary:	£7,866.52 (£12.57 per hour) FTE 37.5 hours = £24,582.88	Responsible to:	Supported Housing Manager

NB. Closing Date for applications: 9am, Monday 23rd September

Job Purpose

The Korban Move-on house provides supported housing for vulnerable young people aged 16-25, who have developed enough independent living skills to transition to a less intensive environment. The residents will typically be working or in full-time education. The Move-on Project Worker's role is to provide support for these residents as they work towards greater independence and help them secure and move into their own accommodation. It also requires monitoring the safety and security of the Move-on house and implementing any improvements necessary.

Job Description

ROLE AND RESPONSIBILITIES

Working with Residents:

- Hold regular planned support meetings with 3 residents and provide ad hoc support where necessary; offering support and guidance in a variety of different areas to prepare them for completely independent living
- Help and support residents to successfully move into a new place when their time at Korban is coming to an end
- Assist with induction of new residents including claiming relevant benefits, registering with a GP, etc ensuring that any information sharing is in line with GDPR
- Liaise with other relevant supporting agencies/individuals, developing and maintaining good working relationships
- Maintain up to date records on all residents in line with GDPR
- Collect resident's personal charges and rent, or help them set up online payments, and update financial records
- Manage and resolve conflicts, carry out disciplinary procedures, in discussion with the SH Manager, if necessary
- Attend and participate in communal meals at our hub house on a regular basis, in order to establish good working relationships with the residents there
- Plan and organise occasional communal meals and social activities with residents of the Move-on house

House Security and Health & Safety

- Monitor CCTV footage / Ring doorbell footage regularly and deal with any issues arising from it
- Comply with all of Korban's risk management procedures
- Comply with all Health & Safety law
- Complete monthly house and room inspections, reporting and/or addressing any issues, to ensure the house is safe and secure

General

- Promote the work of Korban and represent the charity well on all occasions
- Assist with the wider project as required

- Produce occasional written articles and updates as required
- Undertake any training opportunities necessary to develop good working practice
- Comply with all of Korban's risk management procedures as necessary
- Complete financial and payment systems, where relevant, in line with Korban financial policy and procedures
- Comply with all relevant Korban policies and procedures including safeguarding and GDPR as well as general Health and Safety duties and responsibilities, set out in the charity's Health and Safety Policy
- Apply equal opportunities and anti-discriminatory practice at all times, ensuring that all support and activities are as accessible as possible to all residents

WHAT WE ARE LOOKING FOR FROM YOU – PERSON SPECIFICATION

When completing your application form please address all the points set out below.

Essential:

- An understanding of working with homeless and vulnerable people in crisis
- Experience of working under pressure with ability to respond to conflicting demands and challenging situations
- Excellent interpersonal skills including verbal and written communication; able to supply reports as required
- Good literacy, numeracy and IT skills and the ability to maintain concise and accurate records in line with GDPR
- Excellent leadership skills with abilities to support and motivate young people
- A good understanding of professional boundaries and ability to maintain them within a family-type culture
- Able to demonstrate clear understanding of safeguarding issues, requirements and procedures and follow them through to conclusion in line with the charity's safeguarding policy
- Commitment to working in a manner, which promotes diversity, equality and inclusion
- Effective collaborative working with a range of partners and volunteers
- Willingness to reflect on own practices for ongoing learning and development
- Willingness to uphold Korban's Christian ethos and sympathetic to the Christian background of the charity

Desirable:

- Relevant experience working with young people and/or 16-25 year olds
- Relevant experience working in a supported housing environment
- Experience of writing, implementing and evaluating risk assessments
- An understanding and commitment to working in a strengths-based way
- Knowledge of local support services for young people
- Ability to carry out maintenance and general house repairs ie. "handyman" skills
- Full clean driving licence

ADDITIONAL NOTES

- This post is subject to a satisfactory enhanced DBS check
- Lone working: This post will require a significant amount of lone-working
- Extra paid shift cover and remote on-call cover will be available at certain times agreed with the SH Manager:
A minimum of 20 days 'on call' week days (mainly outside office hours) and 5 weekends will be required over the course of 12 months. These will be paid at a rate of £100 per week (ie. 4 weekdays) and £50 per weekend.
- This job description is a statement of requirements at the time of writing and although it will be part of the contract, it should not be seen as precluding future changes after appointment to this role