

**ROLE PROFILE**

**Project Officer – Young Peoples Services**

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| **Grade** | **Contract Type** |  |  |
| **Role Overview** |
| **G** | **Fixed Location** |  |  | **Provide key worker support for customers through advocacy, 1-2-1 support and in group work settings to include life skills and independent living skills. Produce support and action plans and risk assessments.****Provide scheme cover on a rota basis maintaining safety and security of the scheme** |  |
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| **Foyer Operations Manager** |  |
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| **Deputy Manager** |  |
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| **Project Officer** |  |
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| **No Direct Reports** |  |
|  |  |
| **Department** |  |
| **Supported Housing** | **🡺** | **Young Peoples Services** |  |

**RESPONSIBILITIES**

**ACCOUNTABILITY**

**CREATIVITY**

**PRIDE**

**PASSION**

**Our values**

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|  | Accountable for a caseload of young people ensuring each young person has a relevant and up to date support plan and risk assessment.  |
|  | Responsible for ensuring every young person on their allocated caseload has an opportunity to meet on a 1-2-1 basis at least monthly.  |
|  | Responsible for supporting resident’s personal development by ensuring they attend internal and external appointments or commitments  |
|  | Responsible for building and maintaining positive relationships with professionals from statutory and voluntary agencies.  |
|  | Minimise voids and arrears through key work. Provide support with budgeting, welfare benefits and life skills to each young person on their allocated caseload.  |
|  | Conduct Health & Safety flat checks and raise any matters that may cause risk, harm or injury to themselves or others.  |
|  | Responsible for the entire project on a lone working basis between the hours of 8-9am and 5-8pm. Ensuring policy and procedures are adhered to, including the handover process, cash handling, critical data and health & safety.  |
|  | Maintain accurate records of a confidential and sensitive nature including critical data sheets, risk assessments, Datix, update logs, and support plans in accordance with agreed procedures ensuring confidentiality always.  |
|  | Have a flexible approach to work and assist in the delivery of the learning programme and housing management functions including induction and other life skills activities. |
|  | Undertake additional duties appropriate to the role and/or grade. |

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|  | Ability to relate to people from a wide range of backgrounds |  |  | Clear and articulate communication skills, both written & verbal |
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|  | Excellent relationship building skills |  |  | Ability to manage own diary with minimal supervision  |
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**ESSENTIAL REQUIREMENTS**

**STRENGTHS**

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|  | Knowledge of safeguarding |  |  | GCSE Maths and English (or equivalent) |
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|  | Possess Tenacity and resilience |  |  | Innovative and creative in your ways of working |
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**BENEFICIAL TO THE ROLE**

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|  | Experience working with young people |  |  | Knowledge of supported and social housing  |
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