

Project Officer – Young Peoples Services

Grade

Y-02

Contract Type

Fixed Location

Foyer Operations Manager



Deputy Manager



Project Officer



No Direct Reports

Department

**Supported
Housing**



**Young Peoples
Services**

Role Overview

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.

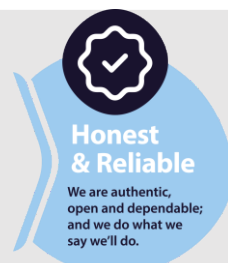
Provide scheme cover on a rota basis maintaining safety and security of the scheme

This post is subject to an Enhanced with Children Barred - Disclosure & Barring service (DBS) check.

RESPONSIBILITIES

- 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.

Our values



Creating more places for people to thrive and be recognised as a sector leading landlord

- 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.

STRENGTHS

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

ESSENTIAL REQUIREMENTS

- ✓ Knowledge of safeguarding
- ✓ Possess Tenacity and resilience
- ✓ GCSE Maths and English (or equivalent)
- ✓ Innovative and creative in your ways of working

BENEFICIAL TO THE ROLE

- ✓ Experience working with young people
- ✓ Knowledge of supported and social housing