

JOB DESCRIPTION

Job Title:	Project Worker, Naomi project (female)*
Responsible to:	Project Manager, Naomi-Karis project
Location:	Gateshead
Salary:	Grade B: £18,500 - £19,500 per annum pro rata. Plus anti-social hours payment of £650 per annum pro rata.
Hours:	<p>An average of 30 hours per week worked over a 3 week rota (which includes evenings weekends and bank holidays).</p> <p>The occasional sleep shift may be required but this will not be a regular request.</p>
Benefits:	<p>Oasis Community Housing operates a contributory group personal pension plan and, if eligible, you will be automatically enrolled into the Oasis Trust pension scheme. Currently all staff in our pension scheme are required to contribute a minimum of 2%. The employer contribution is currently set at 7%.</p> <p>Oasis Community Housing life assurance policy, through Omnilife, is open to all staff who earn in excess of £6000 per annum.</p> <p>25 days holiday per year pro rata, plus statutory holidays pro rata, increasing to 30 days per annum pro rata after 2 completed years' service</p>

Job Purpose:

To work as part of a small team helping with all aspects of running of the project, motivating and empowering Service Users towards independent living in sustained tenancies within the community. To provide basic life skills advice, information and guidance and support individuals to move on and access appropriate additional services.

Organisation Context:

Oasis Community Housing (OCH) is a Christian response to homelessness and disadvantage providing housing, support and other specialised services. The support provided aims to develop life skills that will enable people to live successful independent lives.

Oasis Community Housing is part of the Oasis group of charities. The group includes national charities dedicated to education, housing, and campaigning against human trafficking and we work to a common vision of creating communities in which everyone can thrive and reach their God-given potential.

We welcome applicants from all faiths or none, but it is important that all employees understand and sympathise with the Christian vision, ethos and culture of the organisation. However, it will be an occupational requirement that a practising Christian is needed for

some specified roles. This will be highlighted in the qualifications section of the job description and will be clearly stated in the job advert.

Oasis Community Housing is a growing charity, with its Central Office in Gateshead, Tyne and Wear.

Project Specific:

This post is part of the wider Naomi/Karis team which is co-located at the residential premises and on a local housing estate.

Naomi project provides 8 beds within a 24 hour staffed supported accommodation setting and 4 beds within 4 flats as managed tenancies for young women aged 16-30 who are facing homelessness, often due to substance misuse, domestic abuse or relationship breakdown.

Karis project provides support and housing management to 6 young women aged 16-25 and their children on a local housing estate.

On rare occasions staff may be required to operate between both sites on an 'as and when needed' basis.

Duties & Responsibilities:

- Interview and assess homeless applicants
- Provide support, advice and guidance across a number of relevant domains
- Motivate and empower Service Users to work towards independence
- Provide creative, varied housing-related support to a caseload of clients
- Navigate difficult situations effectively and sensitively, including warnings and evictions
- Accurate money collection and recording
- Accurate, timely and effective record keeping using IT Systems.
- Liaise with neighbours and various professionals relevant to the project
- Support Service Users to move on from the project
- Regular cleaning duties within the projects and Service User properties
- Support Service Users to access appropriate external support services
- To provide on call support during unsocial hours (you may also occasionally be required to provide sleep-in duty)
- Represent the ethos and values of the Organisation to Service Users and professionals
- Any other reasonable duties as required by the Project Manager.
- To be able to work in any Oasis Community Housing projects as required

Personal Specification/Key Competencies:

Qualifications:

- Relevant qualification to NVQ 2 or equivalent (essential)
- Other relevant qualifications (desirable)

Knowledge and Experience

- Experience of working with young people in a paid or unpaid capacity (essential)
- An understanding of the benefits system including sanctions (essential)
- Knowledge of substance misuse and its impact (essential)
- An understanding of safeguarding and domestic violence issues (essential)
- The ability to type and use software packages, ie Microsoft Office and type professional letters (essential)
- Experience of drawing up support plans (desirable)
- An awareness of the impact of worklessness on young people (desirable)

- Knowledge of mental health issues and their impact (desirable)
- Sound knowledge of issues facing young homeless people (desirable)

Competencies

- Be able to manage time and resources effectively (essential)
- Be consistent and inspiring and inspiring trust in others (essential)
- Be able to develop effective working relationships and networks in difficult situations (essential)
- Have and be able to maintain excellent professional boundaries (essential)
- Be able to react calmly and professionally in a crisis and at times of heightened emotion (essential)
- Be able to work well individually but also as part of a team (essential)
- Be inclusive of people from all backgrounds and cultures (essential)
- Able to be flexible in working arrangements (essential)
- Be sensitive and diplomatic in difficult/emotional situations (essential)
- Have a positive outlook (essential)
- Have good listening skills (essential)
- Have a strong sense of team spirit (essential)
- Emotionally resilient (essential)
- Car owner/driver (essential)

Motivation:

- Be in sympathy with the Christian ethos and values of the organisation (essential)
- Be committed and enthusiastic (essential)
- Be passionate about working with the client group (essential)
- Have a desire to make a positive impact on the lives of disaffected young people (essential)

*Females only are required to work in our 24 hour residential projects, these posts are exempt from the Equality Act 2010, Schedule 9, Para 1.