

STEP BY STEP PARTNERSHIP LTD

Accommodation Projects

Job Description

- Job Title:** Relief Project Worker
- Responsible To:** Project Co-ordinator
- Purpose of Job:** To assist in the running of our Accommodation Projects in Aldershot and to implement Step by Step Partnership Ltd policy within the hostels.
- Responsible For:** All residents and visitors in the hostel.
- Salary:** NJC Scales 22 – 27 £ 18, 907 - £ 22,122 pro rata for PT
Plus sleepover allowance of £39.10 or £46.92 per sleepover

Background to the post:

Since opening our direct access hostel in December 1992, Step by Step has continued to evolve its service provision to include a holistic but pragmatic approach to youth homelessness. Various projects have evolved to meet the needs of young people and each project has the mission of the organisation at the heart of all they do, i.e. Step by Step strives "to empower homeless young people to achieve independence".

The provision of emergency accommodation is seen as the first step in re-integrating these young people back into the community. Step by Step Partnership Ltd also manages two properties in 61/63 Victoria Road, Aldershot, to provide good standard move-on accommodation with the right levels of support that these young people need in order to succeed.

The Project Worker will liaise closely with the Project Manager, Live-in Volunteer and volunteers. The job will often involve working alone and be expected to show drive, enthusiasm, initiative and, not least, a commitment to the client group and will be expected to be able to work unsupervised.

Duties and Responsibilities:

1. Hostel: To take responsibility, under the supervision of the Project Manager, for the following areas:

- Fabric and security of the hostels
- Maintenance of the "House Rules"
- **Rota:** To take a slot on the hostel rota, which will include sleeping in two nights a week.
- **Policies and Procedures:** To work within all Step by Step Partnership Ltd policies and procedures.

- **Housing Benefits:** To ensure that all housing benefits applications are completed correctly and, where necessary, any action taken to make good the claim. Maintain clear records of all applications and ensure that such claims are paid for the relevant period. To create and maintain close liaison with individual Housing Benefits Officers to ensure quick resolution of any problems with any application for housing benefits.
- **Residents' Payments:** Whilst on duty to take responsibility for the receipt of monies from residents and for the security of such sums paid until handed over.

2. Residents

- **Duties.** To ensure all residents take part in maintaining the cleanliness of the hostel including taking part in a daily 'cleaning rota'.
- **Key working.** To assist in operating a Key working system, taking a particular interest in your clients' key needs.
- **Fostering progression and the development of good basic life skills.** This will involve creating and maintaining the right kind of atmosphere in the hostels whereby residents can confidently face day to day problems.
- **Record keeping and Administration.** To maintain proper records of all residents, benefits claims, payments made and work done with clients.

3. Staff

- **Training.** To attend all staff training as necessary, including any courses required to enhance staff competence and , therefore, our service to the client group.
- **Staff Meetings.** To attend all project meetings and others as appropriate.
- **Supervision.** To attend monthly supervision sessions with the Project Manager and 3 monthly sessions with the General Manager.

4. Confidentiality

To maintain client confidentiality at all times in line with the Step by Step Partnership Ltd Confidentiality Policy.

5. Health and Safety

To promote health and safety in the hostels at all times, ensuring that both residents and visitors comply with the Health and Safety at Work Act 1974

6. Equal Opportunities

To promote the principles of Equal Opportunities and Anti-Discriminatory Practice and to take responsibility for ensuring that the rights of residents and visitors are not infringed upon whilst in the care of the hostel.

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