

JOB DESCRIPTION

Step-Down House Support Worker

Pay Range	£20,365 - £24,404 (pro rata)	Service Area	Health and housing
Line manager	Team Manager	Location	Oxford
Full/Part Time	Part Time	Working Hours	22.5 hours, Monday to Friday there may be an occasional evening required.
Fixed Term	Maternity cover until 16 January 2023	Annual Leave	30 days plus bank holidays pro rata

JOB PURPOSE

Stepdown Housing Service provides short term support for patients who are being discharged from hospital and lack suitable accommodation to continue their recovery.

The service provides individualised short term up to eight weeks, planned support to people with a wide variety of support needs, with the aim of helping individuals to become ready and able to find, take on and manage their own tenancy, and live independently.

The aims of the service are to:

- Receive referrals from Oxfordshire Hospitals for individuals who are medically fit to be discharged but cannot leave a hospital setting due to a housing issue.
- Work with them to resolve issues such as rent arrears, debts, budgeting, social isolation, lack of basic essentials such as food and utilities in order to access more permanent or secure housing options.
- Develop the service users' skills, knowledge, and resilience to avoid issues arising again.

RESPONSIBILITIES

Duties - In relation to service users/clients

1. To work with clients to improve skills and overcome barriers so they are able to successfully move on to independent housing
2. Use a strength and needs assessment to jointly assess with clients their aspirations, identify individual goals and support needs to achieve them.
3. Draw up appropriate individualised support and action plans, and review and monitor progress using appropriate tools. (e.g., ladder of Change, Outcome Star)
4. Liaise and work with colleagues in other agencies including Mental Health services and the housing associations to ensure the smooth running of the project.
5. To work with clients to achieve their individual goals, including: -
 - Developing and sustaining a working, relationship with clients.
 - Motivating and challenging constructively to support people to develop skills and

knowledge.

- Working with clients for up to eight weeks with regular meetings focussed on clients working towards personal goals, celebrating success and keeping on track to independence
 - Motivating and facilitating clients to be actively involved in meaningful daytime activity including skills development, training, volunteering, employment, healthy activities
 - Providing information and advice on welfare rights, housing options, tenancy rights and responsibilities, and advocacy and assertiveness skills support in these areas.
 - Providing information and assistance to clients to enable them to make choices about the development of their social network and participation in their local community, including employment, education, and training opportunities.
 - Working with clients to help them learn, or improve, their practical life skills (e.g., budgeting, paying bills and planning meals) needed for their survival in independent housing.
6. To work with clients to identify support needs which can be met by other agencies, to make referrals to specialist agencies, and develop appropriate casework links with such agencies in relation to clients' support plans.
 7. To support clients in taking part in, and/or setting up, local groups or networks which are relevant to meeting their support needs, and to be responsive to different ways of delivering support (e.g., in groups), as identified by clients.
 8. To provide support and relevant advice.
 9. To facilitate house meetings providing a forum for discussion and mutual support between residents.
 10. To work to deliver a service which is sensitive to the different needs of black and minority ethnic clients, women, lesbians, gay men and clients with disabilities, and which does not discriminate on grounds of age, class, religion, HIV status or offending background.

In relation to other agencies

1. To relevant external meetings with agencies and inter-agency forums, with the agreement of the team manager.
2. To liaise with voluntary and statutory agencies to develop good working relationships and promote co-working strategies where appropriate.
3. To be aware of legislation and national policies as they affect clients, particularly in the areas of housing, welfare rights, mental health, drug use and community care.

To carry out, within reason, any other duties necessary to the smooth running of the project.

REHABILITATION OF OFFENDERS ACT

Connection Support is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment”

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are ‘spent’ under the provision of the Act.

We are committed to carefully screening all applicants who will work with children, young people and adults with care and support needs [delete where applicable]. All applicants will be expected to undertake employment checks, a Disclosure & Barring Service check and provide previous employment references.

SAFEGUARDING STATEMENTS

Employee

Carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility. Work complies with all safeguarding policies and procedures that apply to the role. Behaviours and actions support the safeguarding of children, young people or adults with care and support needs as appropriate.

Manager

Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored and maintained within the area of responsibility. Manage and update the standards as appropriate to the role. Safeguarding standards are monitored and maintained in compliance with organisational policy. Appropriate safeguarding training is provided and standards are reviewed and updated as required.

Senior Managers

Ensure organisational safeguarding strategies reflect statutory requirements and best practice. Ensure these are understood and implemented within the area of responsibility. There is a proactive and positive Safeguarding Culture. The organisation meets its statutory Safeguarding requirements. Strategic risks are effectively managed.

