



## **RECRUITMENT INFORMATION PACK**

### **Project Worker (Weekends)**

### **HACS4ALL**

**16 hours per week, salary £10.90 per hour.**

**Annual Holidays: 7.6 weeks (including statutory bank holiday holidays)**

**Location: Keighley**



## Being part of an award winning organisation

### Horton Housing Association

Horton Housing manages more than 30 different housing, training and support services across Bradford, Calderdale, Kirklees and North Yorkshire.

We work with people experiencing a wide range of circumstances, including homelessness, drug and/or alcohol issues, ill-health, unemployment and domestic violence. We work with young people, older people, refugees, Gypsies and Travellers, people with disabilities and people with offending histories.

We have a wide range of accommodation schemes including hostels, and supported housing in the community. We also provide specialist accommodation, including a home from hospital scheme, Gypsy and Traveller sites in North Yorkshire and Group Living Services for young people.

Horton Housing is committed to equality and diversity and providing services which are inclusive and accessible for everyone.

#### OUR PEOPLE

We are committed to ensuring and promoting equality and diversity and developing an organisational culture that values people and the diverse contribution that each individual can make. We welcome applications from a wide range of candidates and are committed to ensuring that no job applicant or colleague receives less favourable treatment on any factors irrelevant to a person's ability to do a job, at any stage of the recruitment process or in the terms and conditions offered.

**Best Supported  
Housing Landlord 2020  
UK Housing Awards**



**INVESTORS IN PEOPLE™**  
We invest in people Standard

## About the Service

HACS (Housing and Community Support) provides housing-related support for people in the community who have experience periods of homelessness, are at risk of becoming homeless, or have an unsettled lifestyle.

The HACS team visit individuals at a place that is convenient for them, often in their own home, temporary accommodation or a family member's house, public place or at our office.

The team supports individuals who may have high levels of support needs, people who may be experiencing or have experienced problems with drugs or alcohol use and poor mental health. The team provides individuals with floating support to enable them to manage their own personal development and support plans to help them transition out of difficult circumstances and take control of their lives.

We provide a service to people who may be socially excluded and have difficulty in accessing services. We enable people to become 'Tenancy Ready', to maintain their tenancies and to move-on into homes of their own. We encourage and support people to develop new and existing skills and gain confidence in their ability to manage their own homes independently.

We tailor support in consultation with the individuals taking into account their needs to achieve the best outcome for them. We provide opportunities for people to explore and realise their own potential and build resilience through innovative activities, informal learning and volunteering.

## Job description

**REPORTS TO:** Service Manager

### **JOB SUMMARY:**

You will work alongside the Manager and Support Coach to provide and maintain a safe and supportive environment. Key to this will be exploring the interests of the people living at Grove House and supporting them to engage in a range of activities, one-to-one and in groups, both at Grove House and within the community.

### **RESPONSIBILITIES:**

- Have an awareness of each individual's needs and circumstances and respond to these in a sensitive and timely manner
- Engage with the people living at Grove House in a range of internal and external activities of their choice
- Respond to incidents that may arise in a calm and timely manner. This includes identifying potential incidents of violence and aggression and acting quickly to defuse these
- Liaise with police, ambulance service and other agencies to ensure a safe environment, this includes responding quickly to emergency situations
- Receive and read reports prepared by other staff at the start of each shift and to write reports in preparation for handover at end of shift
- Ensure case notes are kept up to date and completed on a daily basis

- Undertake domestic duties as necessary, including tidying the office and communal areas, encouraging/assisting individuals to go shopping, prepare meals, clean their flats etc.
- Participate in staff meetings, training, reflective practise and supervision as required

### **LEGAL AND STATUTORY RESPONSIBILITIES:**

- Demonstrate a commitment to the organisation's vision, values, aims and core objectives and to be prepared to contribute towards and promote these aims within your area of responsibility and the wider organisation
- Demonstrate commitment to ensuring and promoting equality and diversity, treating others with dignity and respect at all times.
- Undertake relevant training as required
- Undertake the above duties in accordance with Horton Housing Association's policies, procedures and values
- Comply with the Health & Safety policies in operation within the organisation and participate in required statutory and corporate training as required.
- Ensure compliance with relevant data protection legislation
- Perform any other duties from time to time that may reasonably be required

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; it may therefore be subject to change.

## **Person specification**

### **Skills, Knowledge & Experience**

- A respectful and clear approach to communicating with others
- Passionate about people using their talents and abilities to solve their own problems
- Knowledge of the challenges faced by people experiencing homelessness including rough sleeping. This knowledge could have been gained through lived experience or in a paid or voluntary capacity
- Knowledge of the challenges faced by people experiencing multiple disadvantages including drug and alcohol dependency. This knowledge could have been gained through lived experience or in a paid or voluntary capacity
- Excellent interpersonal skills and the ability to work in a person-led way
- Possess high levels of emotion intelligence and resilience
- Commitment to contribute towards creating and working in a Psychologically Informed Environment (PIE)
- A commitment to partnership working
- Report writing, hand over and IT skills

- Ability to work the agreed rota including evenings, weekends, bank holidays and festivals

#### **ESSENTIAL FOR THE ROLE**

- Ability to maintain professional boundaries.
- Commitment to Equality & Diversity.
- A willingness to undertake training required.
- Ability to work flexibly, including early mornings and evenings as required
- Enhanced DBS

## Our Values



### Helping people

You are committed to working as part of a team and supporting others to be their best self at work each day. You are energetic, professional, open-minded and able to build positive working relationships both internally and externally. You understand and respect that others have different priorities and needs from you.



### Outstanding service

You believe in our vision, mission and values. You have the ability to communicate effectively with everyone you come into contact with. You treat everyone with dignity and respect. You are a good listener who is patient, empathetic and supportive in your dealings with others.



### Ready, willing and caring

You are self-motivated and comfortable working both independently and as part of a team. You are a proactive decision maker who can positively influence change. You are resilient and have the ability and confidence to manage stressful situations in a consistent manner.



### Training and development

You take responsibility for your own learning and development and support others to do the same. You keep up to date with changes, developments and trends in your area of expertise. You are a reflective learner who takes responsibility for your actions, responds to feedback appropriately and learns from your mistakes. You are not afraid to ask for help and support.



### Open to new ideas

You take a proactive approach to decision making and problem solving by offering pragmatic solutions. You are open minded, curious and willing to embrace innovation and change. You are willing to listen to and learn from others.



### Never giving up

You are positive and motivated to provide a high level of service. You respond to any situation in a calm, confident and supportive manner. You are not afraid of a challenge.

## Benefits

We aim to support you during your career with us and hope that working here is a fulfilling experience as you help us to run our services or directly work with people to help them improve their lives. In return, we offer our colleagues a range of personal development, financial and health and wellbeing benefits, some of which are provided by us, and others by external organisations, such as:

-  7.6 weeks' annual leave including statutory holidays
-  Contributory Healthcare Plan
-  Cycle to Work Scheme
-  Access to and funding for continuous professional development (CPD)
-  Travel Expenses
-  Contributory Pension Scheme
-  Interest Free Loan Scheme

## Contact us

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