

JOB DESCRIPTION

HOMELESSNESS PREVENTION WORKER

| | |
|------------------------|--------------------------------|
| RESPONSIBLE TO: | Support Services Manager |
| SECTION: | Support Services |
| AREA: | Gwynedd |
| LOCATION: | Caernarfon |
| HOURS: | 37 hours per week |
| SALARY: | Point 17-22; £17,506 - £20,411 |

JOB PURPOSE

The post will include preventing and raising awareness of homelessness whilst working closely with Gwynedd Council to enable and support young people in developing independent living skills. Develop accommodation options for young people.

Offer support to young people, vulnerable children and families to enable them to live independently.

MAIN DUTIES

- To work within a Psychological Informed framework and in line with GISDA'S therapeutic model.
- All staff to share an understanding of complex trauma, attachment and personality disorder.
- To build healthy, trusting relationships with Young People, giving them the opportunities to engage both in informal and formal settings.
- To create a non-institutional, safe and welcoming service that facilitates interaction with Young People.
- To promote self-care and independence in our Young People.
- To encourage, motivate and believe in Young people.
- Acting as a role model and demonstrating appropriate pro-social ways of dealing with problems
- Establishing positive relationships with young people and always offering them unconditional and positive regard.
- Raise awareness of homelessness through outreach work in schools, colleges and other organisations within Gwynedd.
- Co-ordinate the work of raising awareness of homelessness.
- Facilitate groups and give presentations on homelessness.
- Raise awareness of the impact of homelessness, including creating case studies, research and reports.
- Collaborate with homelessness prevention teams, housing and Gwynedd Council supporting people projects.
- Respond to enquiries relating to homelessness.

- Develop networks that are central to the prevention of homelessness in Gwynedd.
- Create links with other homelessness agencies across Wales.
- Provide information and advice regarding tenure rights and benefits.
- Develop Agored Cymru units and assessment for young people in relation to independent living skills and shared accommodation.
- Develop relationships with private landlords and support young people to make use of the private rented sector.
- Develop opportunities to share accommodation including supporting and facilitating the sharing of accommodation.
- Keep detailed and accurate records of all contact with service users and write the necessary reports and evidence of the service provided.
 - Communicate in a professional manner with outside agencies on behalf of or with the service users.
 - Assist and participate in staff meetings, in order to ensure good and effective level of communication between staff and service users.

GENERAL DUTIES

- Promote a friendly, non-judgmental, non-discriminatory in all aspects of work towards service users, colleagues, members of the Management Committee and members of the public / other agencies.
- Promoting values and internal culture of the company.
- To promote the aims and objectives of the company.
- Adherence to all current policies and procedures of the Company.
- Contribute to the supervision sessions.
- Keep all information relevant to the Company, the staff and service users the Company is confidential.
- Contribute to the fundraising efforts of the company.
- Support and facilitate volunteering opportunities within the company.
- Comply with the Care Council for Wales while acting exercise any duties / responsibilities.
- Administration of the duty of care for all of the Company's service users.
- Undertake any other reasonable tasks as needed.

Your attention is drawn to the fact that it is very difficult, in some cases, to define in detail the specific duties and responsibilities and they may vary from time to time without changing the general character of the duties and level of responsibilities.

All staff are expected to accept elements of flexibility in duties and responsibilities; as they may vary to meet the needs and demands of the service user.

PERSON SPECIFICATION
HOMELESSNESS PREVENTION WORKER

Essential (H) Desirable (D)
Interview (C) Application Form (F)

| Qualification | | Assessment Method |
|---|---|--------------------------|
| NVQ 3 or equivalent in a relevant field | H | F |
| Qualification in housing/homelessness | D | F |
| | | |
| | | |
| Skills | | |
| Full Driving License and use of a car | H | F |
| Ability to communicate in a variety of situations in Welsh and English | H | C |
| Good interpersonal skills | H | C |
| Presentation Skills | H | F/C |
| Group facilitation skills and assessment of achievement | D | F/C |
| Record keeping and report writing in standard English and Welsh | H | F/C |
| Ability to work independently | H | F |
| Ability to work as part of a team | H | F/C |
| Effective time management and meeting targets | H | F |
| Ability to work as computer programs Word Excel and Outlook | H | F/C |
| The ability to deal and handle sensitive and confidential information | H | F/C |
| Understanding of operating boundaries | H | C |
| The ability and confidence to challenge decisions on the rights of service users. | H | F/C |
| The ability to work with vulnerable young people with complex needs | H | F/C |
| | | |
| Experiences / Awareness | | |
| Awareness of the needs and opportunities for children / young people | H | F/C |
| The ability to represent the company | H | C |
| Experience of working with young people | H | F/C |
| The ability to make decisions and implement them | H | F/C |
| The ability to promote and represent others | H | F |

| | | |
|--|---|-----|
| Experience of planning work | H | F |
| The ability to identify risk and implement relevant measures | H | F/C |
| | | |
| | | |
| | | |
| | | |
| | | |

DRAFT