

JOB DESCRIPTION

JOB TITLE: Part Time Assistant Project Worker (Temporary Accommodation) (Temporary up to a period of 3 years)

Responsible To: Senior Project Worker (temporary accommodation)

Responsible For: N/A

Location: Annan

Department: Housing Services

Grade: AP1 £8,578 to £9,177 pro-rata

Job Purpose:

To provide practical assistance to homeless people living in DGHPs temporary supported accommodation.

Day to day management of the accommodation including making sure that project and individual flats are to standard, maintaining a suitable amount of supplies/replacement furniture etc. Some ad-hoc cleaning may be required (although dedicated cleaners will be in place).

Manage the door entry system to enable Support Workers to provide work individually with clients;

Work in close co-operation with the Support Workers, Senior Project Worker and Co-ordinator to deliver an efficient and effective high quality service

Job Activities:

1. Directly provide practical assistance to homeless people living in the accommodation

- Carry out a daily visit to homeless people to check any non-complex practical help that may be required – use of washing machine etc.
- Engage with homeless people to ensure cleanliness of their accommodation;

2. Day to day management of project

- Manage the door entry system (access to the project) to allow project workers to focus on providing support;
- Maintain a register and supply of materials for the project e.g. cleaning materials/furniture etc;

- Ensure the communal area is kept tidy;
- Maintain a booking diary for any communal activities;
- Keep the visual display unit (notice board) up to date;
- As necessary, carry out some ad-hoc cleaning e.g. spills in common areas etc.
- Ensure the external areas are hazard free by reporting any dumped rubbish/repairs and defects to the Customer Service Centre.

3. General

- Prepare void flats ready for new occupants moving in
- Undertake other duties as directed by line manager;
- Be familiar with DGHP Equal Opportunity Policy and support its objectives in the performance of all duties;
- Attend and contribute positively at team meetings
- Be willing to learn new skills and participate as appropriate in relevant training programmes;
- Be willing to register with the Scottish Social Services Council when the register opens for support staff (and attain relevant qualifications if not already done so)
- Be familiar with and comply with all DGHP's policies and procedures
- Maintain and update accurate records to facilitate service review and evaluation
- Assist with the preparations for regulatory inspection of DGHP's support services and funder reporting requirements
- Keep up to date with the relevant changes to legislation and support practices
- Carry out appropriate cleaning tasks at the accommodation and surrounding area to ensure it is kept clean and tidy at all times

<i>Other Relevant Factors :</i>
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<p>The post holder must successfully register with the Protection of Vulnerable Groups Scheme</p> <p>The post holder must register with the Scottish Social Services Council when it opens for support staff (including achieving the relevant qualifications for registration)</p>
