

JOB DESCRIPTION

Title: PROJECT WORKER

Responsible to:

Function:

To provide support to service users with a range of needs, including addiction, mental or physical health, welfare benefits, budgeting, cultural/faith needs and move-on. To play a role in maximising the independence and skills of service users, including, where appropriate delivering life skills training and accessing outside support and services. To ensure that the project offers a safe, rehabilitative home for the service users. To support other staff, and, in the absence of senior staff, to direct the work of ancillary staff.

Duties:

1. Meeting and consulting with individual service users in order to assess needs and plan support goals.
2. Overseeing that support goals set for all parties are met and reviewing those goals where necessary.
3. Accessing and liaising with other organisations and services to deliver appropriate care, support and advice for service users.
4. Attending casework supervision with the line Manager to review individual needs and cases and develop action plans in relation to caseload. Participating in personal supervision and appraisal as requested.
5. Maintaining detailed casework files, keeping accurate records of each individual's needs and progress. Creating and managing own correspondence, reports, keyworking and diary notes in relation to this task.
6. Compiling monitoring data and information as required for internal or external purposes.
7. Assisting in tasks necessary for the day-to-day running of the project including, but not limited to, social activities, provision of meals where necessary, reception/office cover, cleaning or minor repairs.
8. Giving direction to ancillary staff in the absence of senior/supervisory staff on duty.
9. Monitoring the security and safety of the project, taking action as necessary to ensure that health and safety standards are maintained.
10. Ensuring that service users comply with the terms of their license or tenancy, and with any rules set by the project, liaising with senior staff as appropriate.

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PROJECT WORKER JOB DESCRIPTION CONTINUED

11. Attending internal team meetings and representing Brighton YMCA at external meetings, case conferences and reviews as appropriate.
12. Carrying out 'sleep-in' or 'on-call' duties which will be arranged on a rota basis and for which an additional sum will be paid.
13. Identifying and attending training as directed by the line manager.
14. Follow Brighton YMCA's policies and procedures at all times, including, but not only, those relating to Equal Opportunities, Health and Safety and Confidentiality. To respond to all reasonable instructions and guidance as these procedures develop further.
15. To follow Brighton YMCA's Code of Conduct for staff, regarding workplace professionalism, at all times.
16. To undertake any other duties which reasonably fall within the range and responsibilities of this post, as directed.