

**Job title:** Housing and Recovery Support Worker

**Name of Job Holder:**

**Starting Salary:** £28,000

**Reporting to:** Head of Key working

**Responsible for:** Residents and volunteers

**Key Relationships:** Service users, other staff/volunteers, housing providers, Landlords, Trades Persons, training and recovery partners and Trustees

**Date:** July 2024

*(When last updated)*

**MAIN PURPOSE OF JOB:**

- To support residents to maintain and continue their recovery from drug and/or alcohol problems.
- To support residents to engage in positive activities (volunteering, work or education) to underpin their recovery.
- To manage the maintenance, upkeep, and management of all properties.

**MAIN OUTCOMES OF THE JOB:**

OUTCOME	ACTIONS
Residents remain substance free and in recovery	<ul style="list-style-type: none"> <li>• Overseeing incoming referrals to obtain new residents.</li> <li>• Undertaking drug and alcohol testing</li> <li>• Providing advice/signpost residents to additional recovery support and other issues such as housing, health, benefits, and finance</li> <li>• Assisting residents in times of crisis, offering them advice and support as appropriate</li> <li>• Developing the quality and effectiveness of the service, including utilising service user feedback</li> <li>• Attending training as appropriate and/or necessary</li> </ul>
Residents follow care plans and comply with licence agreements so that they grow in self-worth, self-confidence, and resilience	<ul style="list-style-type: none"> <li>• Undertake weekly keywork sessions, tracking individualised goals as agreed on care plan.</li> <li>• Co-facilitating groupwork</li> <li>• Monitoring the adherence to property and programme rules and helping to develop a healthy resident community.</li> <li>• Keeping care plans and files up to date</li> <li>• Offering a high level of care and support to all, always maintaining appropriate professional conduct and boundaries</li> </ul>

OUTCOME	ACTIONS
The properties are kept to a high standard of repair and meet all legal and Landlord requirements	<ul style="list-style-type: none"> <li>• Through key working residents and regular visits and checks. Identify issues that would need resolving with the properties.</li> <li>• Maintain relationships with Landlords to address their needs and repairs required.</li> <li>• Arrange trades to deal with maintenance issues and make repairs</li> </ul>
Fixtures and fittings remain in good state	<ul style="list-style-type: none"> <li>• Ensure all furniture and white goods are in good working order.</li> <li>• Source replacements</li> </ul>
Good communication with the team and proactive attitude to work.	<ul style="list-style-type: none"> <li>• Providing the management team with service update for monthly reporting to the board of Trustees</li> <li>• Actioning relevant actions from these meetings and supervision</li> </ul>

**ADDITIONAL RESPONSIBILITIES**

- To always uphold the vision, mission, and values of the organisation, including ensuring that the Christian ethos and culture is developed and maintained.
- Any other task, as directed, commensurate with the grade of the post.

**Working conditions (e.g., hours of work, any travelling required etc):**

- Full Time (40 hours) per week, permanent post
- 25 days annual leave per year pro-rata, plus bank holidays
- You will be expected to travel to see residents (and employers, voluntary placements, etc) within the local area as part of your role.
- Pension in line with government auto-enrolment legislation

*This job description is not meant to be exhaustive and is subject to annual review and amendment, by consultation.*

**PERSON SPECIFICATION**

**Job Title: Housing and Support Worker**

<b>QUALIFICATIONS &amp; EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Relevant qualifications and/or experience for working with and supporting clients who have addiction issues	*	
Demonstrated experience of facilitating group work	*	
Demonstrated experience of one-to-one key working	*	
Property maintenance and management experience	*	

<b>KNOWLEDGE, SKILLS &amp; ABILITIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Competent in computer use e.g. Microsoft Word, Excel, PowerPoint etc.	*	
Ability to present written and verbal information clearly, accurately and to a standard appropriate for external presentation	*	
Ability to establish and maintain information systems, keep accurate records and produce basic statistics	*	
Ability to plan and prioritise your own workload, including setting and meeting deadlines	*	
Ability to work well within a team and independently	*	
Ability to set boundaries, challenge appropriately and to manage conflict positively and constructively	*	
Understanding of issues faced by those recovering from addiction	*	
Ability to deal with people patiently, sensitively and in a non-patronising way	*	
Ability to communicate on a one-to-one basis and with groups	*	
An understanding of the housing system and benefit issues		*
Current driving licence	*	
Demonstrated commitment to the vision, mission and values of the organisation, including adherence to the Christian ethos	*	
Demonstrated commitment to upholding and promoting equal opportunities	*	
High personal and professional standards	*	
Ability to recognise and deal with stress	*	
Willingness to work some unsocial hours including weekends	*	
Support of a local church and/or 12-step/recovery Group		*