

## **Job Description: Project Worker**

Job title:	Project Worker - 451
Reports to:	451 Senior
Hours:	Average 38.5 hours OR 22 hours per week (see below)
Contract:	To 31 March 2022
Salary:	See below
Leave:	25 days per annum (pro rata)
Pension:	5% employer contribution

## **About Jimmy's Cambridge**

Jimmy's Cambridge is one of Cambridge's leading providers of support and accommodation to people who are and have been experiencing homelessness. We help people get off the streets and into their own home, backed up with all the support we can offer from our talented and committed team of staff, volunteers and partners.

## **The Project**

The 451 Controlled Drinking Project helps people who wish to reduce their drinking and supports them with all aspects of their lives to enable them to successfully move on to more independent living. 6 residents live in the accommodation, each with an en-suite room and with access to a communal lounge, kitchen, and garden. We are also about to restart some day-services for other people who need support from this type of project.

## **The Role**

The role of the Project Worker involves taking responsibility for the support and move-on needs of residents; working with partner agencies; and generally looking after the residents and their accommodation. There is one person on shift at a time, therefore you will be typically be lone working, with waking working hours between 7am and 11pm, and a sleeping shift from 11pm to 7am. The manager of the project typically works daytime Monday to Friday and is on call at all other times.

## **Working Hours**

You will be required to work a 24.5-hour shift pattern consisting of a waking late shift from 2.30pm until 11pm, a sleeping overnight shift 11pm until 7am, and then a waking early shift from 7am until 3pm.

Jimmy's full-time equivalent for all roles is 36 hours per week.

The salary information below is based on a full calendar year and will be pro rata for the length of the contract.

### **38.5 Average Hours Per Week Role**

You will work 14 shifts of 24.5-hours every 6 weeks (16.5 hours waking and 7 hours sleeping). Shifts vary each week, then are repeated every 6 weeks.

For the 38.5 waking hours per week, the annual salary is £23,723 per annum (based on a full-time salary of £22,183 per annum). For the 8-hour sleeping shifts an additional £5,481 per annum is paid for 14 sleeping shifts every 6 weeks (£45 per sleeping shift). The standard hourly rate will be paid for any hours worked if woken during the night.

### **22 Average Hours Per Week Role**

You will work 8 shifts of 24.5-hours every 6 weeks (16.5 hours waking and 7 hours sleeping). Shifts vary each week, then are repeated every 6 weeks.

For the waking hours the annual salary is £13,556 per annum (based on a full-time salary of £22,183 per annum). For the 8-hour sleeping shifts an additional £3,132 per annum is paid for 8 sleeping shifts every 6 weeks (£45 per sleeping shift). The standard hourly rate will be paid for any hours worked if woken during the night.

Overtime may be available to cover holiday and other absences.

### **Main Duties and Responsibilities**

- Be responsible for the day-to-day running of the project. At evenings and weekends there is only one worker on duty, so the role will often be lone working, with the support of a manager on call.
- Alongside other staff, help develop and contribute to needs, risk and skills assessments for the residents
- Alongside the resident, produce their support plan that aims towards recovery and / or stability, and ensure progress is fully communicated both internally and to relevant partner agencies
- Ensure all relevant resident's paperwork e.g. housing benefit applications, HomeLink etc, is completed accurately, progressed, reviewed and updated as appropriate.
- Undertake regular key-working sessions with residents to monitor progress around alcohol, health, budgeting, engagement and to ensure that they are clear about their rights and responsibilities, and benefits entitlements.
- Provide/offer all relevant and reasonable support to residents to help them get the most from their stay at the project and also to be able to have the best chance of

moving onto an independent lifestyle. This may include supporting to complete application forms, attend interviews and meetings etc.

- Inform and advise residents of appropriate, specialist external agencies (e.g. health, legal support, drug and alcohol services) and ensure residents are aware if/when these services are available on-site at Jimmy's 451, and also off-site availability. Provide support to these appointments if required.
- Take responsibility to support residents to maintain clean bedrooms and participate in general project tasks as required.
- Encourage residents to participate in the services provided
- Prepare meals for residents, including ensuring breakfast options are available (cereals, toast etc.), a light lunch, and a fully cooked evening meal.
- Maintain and record fully updated and accurate project records e.g. of service charge payments.
- At all times, ensure the smooth running of 451, with particular regard for the safety and welfare of all residents, staff, volunteers, peer groups and visitors.
- From time to time assist in the housing/floating support provided to residents in Jimmy's supported houses, mainly through phone calls or people turning up seeking some advice/support, and either offering this help where appropriate or making contact with the person on call.
- Ensure all Jimmy's visitors - including supporters, stakeholders, partner agencies, and contractors - are treated courteously and professionally.
- Adhere to all of Jimmy's Policies, especially, but not exclusively, Health & Safety, Equality, Diversity & Inclusion, Safeguarding, Data Protection and Lone Working
- Take responsibility for personal training and development and attend appropriate supervision & training sessions.
- Attend to administrative duties related to the post
- Record all resident information on Jimmy's resident database, currently Charity Log, and moving fully to Inform.

This job description is a general outline of the responsibilities of the post holder and may be amended by Jimmy's as the service develops and the expectations of the role change. The post holder may be required to undertake other duties as may reasonably be required from time to time.

### **Person Specification**

#### **Essential**

- A commitment to the core values of Jimmy's
- Good interpersonal skills
- Awareness of professional boundaries
- Ability to lone work

- Ability to communicate clearly and offer appropriate support
- Honest, respectful, reliable, non-judgemental,
- Ability to deal with challenging behaviour with a non-confrontational approach
- Flexible in decision making
- Ability to prioritise and issue assertive direction when appropriate.
- Relationship builder and an ability to take the lead when working with partner agencies
- Ability to keep clear, accurate reports & records
- Aptitude for contributing to the development of guest services and support.
- Ability to use a range of IT systems including Microsoft Office, Inform, email.

### **Desirable**

- Previous experience working with homeless people or vulnerable adults with similar issues e.g. mental health, drugs, alcohol, domestic violence
- Understanding of homelessness and contributing factors
- Knowledge of benefits & welfare system

### **Jimmy's Core Values**

- Confidentiality
- Honesty
- Inclusion
- Professionalism
- Passion for the work we do
- Empathy
- Respect