

JOB DESCRIPTION
(To be read in conjunction with Person Specification)

Accommodation Gateway

POST:	Mental Health Homeless Prevention Worker
SALARY:	NJC 17-22
ACCOUNTABLE TO:	Team Leader and Service Manager
RESPONSIBLE FOR:	n/a

ORGANISATIONAL EXPECTATIONS:

Community Links aims to provide a high quality customer service adhering to the principles of best practice, promoting equal opportunities and working positively with diversity. Community Links is an ambitious, forward thinking organisation and you must be committed to developing and enhancing the services we provide.

The organisation expects all its employees to carry out their duties in a professional manner with a client focus, ensuring that respect and courtesy is shown to them, colleagues, other service providers and all those in contact with the organisation. You are expected to uphold the values and ethos of Community Links at all times.

OUTLINE OF POST:

The post holder will be one of four Mental Health Homeless Prevention Workers embedded in community services within Leeds & York Partnership Foundation Trust and Community Links.

They will hold responsibility for all aspects of housing and accommodation support related to clients of LYPFT.

Focus of the work will typically be short-term and for an identified and agreed set of interventions; where longer term housing support needs are identified to liaise with and initiate referral to Engage Leeds and oversee coordination of seamless handover as required.

MAIN TASKS:

1. To support identified clients, to assess and address accommodation support issues working collaboratively within an inclusive recovery focussed approach.
2. To attend CPAs and professionals' meetings where appropriate undertaking specific pieces of short-term housing related work.

3. To take a preventative role to ensure that wherever possible, accommodation is retained, housing related hospital admissions and incidence of homelessness are kept to a minimum.
4. To be a point of contact and advice for an allocated team(s) in order to facilitate appropriate responses to housing need.
5. To understand the CPA, its underpinning principles and guidance and the role of housing within this.
6. To develop accommodation support plans working collaboratively to maximise Service User Involvement.
7. To ensure that client records and other information systems are completed accurately and within agreed timescales.
8. To ensure that support undertaken is meaningful, respectful, promotes self-determination and is in line with the individual support plan.
9. Work as a team with the Accommodation Gateway, the wider NHS Hub Services, care coordinators and liaise closely with housing support services, LCC Housing Options and accommodation providers across the city.
10. Oversee housing transfers and resettlement, and liaison with housing providers to identify safe and secure housing options to enable independent living.
11. Support with housing applications and liaison with Housing Offices/Landlords.
12. To adhere to organisational policies and procedures relating to risk and personal safety.
13. To contribute to the achievement of annually set individual and team targets.
14. To participate in regular supervision.
15. Keep up-to-date with policies, guidelines, procedures and practices.
16. Participate in team meetings and other meetings as required.
17. Represent Community Links in a knowledgeable and professional manner at all times.
18. Maintain appropriate professional boundaries at all times.
19. Identify own training and development needs in conjunction with your line manager and participate in training opportunities as directed.
20. Partake in Community Links Personal Development Review system.

The above duties are indicative of the requirements of the post at the time of recruitment. You will be expected to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which Community Links operates.

Please note this job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible approach to the tasks, which may be varied from time to time following discussion with line management. Any variations will be subject to the operational requirements and will be in keeping with the general profile of the post.

Person Specification – Mental Health Homeless Prevention Worker

The person specification should be read in conjunctions with the job description. It is used at the short listing and interview stage to decide how suitable each candidate is to take on the role.

Community Links does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

Approach	Essential	Desirable	Identified by: A=application I=interview E=exercise
Demonstrate understanding and commitment to equal opportunities and diversity	✓		A,I
Demonstrate a commitment and enthusiasm for working with our service user group	✓		A, I
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	✓		A,I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		I
Demonstrate the ability to undertake work with high degree of accuracy and strong attention to detail	✓		A, I
Knowledge & Skills	Essential	Desirable	
Good verbal, written and numeracy skills sufficient to be able to make accurate written records	✓		A, I
Good technical literacy of Microsoft Applications e.g. Word, Excel, and Access etc.	✓		A, I
Good interpersonal skills including listening and display empathy	✓		A
Creative, flexible and imaginative approach to working with people with mental health problems	✓		I
Have access to a car for work purposes and hold a full current UK driving licence	✓		A

Qualification in plain English Second Language e.g. Urdu, Polish, BSL		✓	A
Experience	Essential	Desirable	
Demonstrate successful experience of self directed working and be able to take a 'lead' role in enable clients to achieve their housing goals	✓		A, I
Experience of working positively with housing providers to prevent homelessness/resettle clients	✓		A, I
Demonstrate successful working towards individual, team and service targets	✓		A, I
Experience working in community settings and working on an outreach basis	✓		A, I
Experience of mental health either as service user, carer, worker or volunteer.		✓	A, I