

JOB DESCRIPTION

Job title:	Project Worker – Basis Sunderland
Responsible to:	Basis Sunderland Project Team Leader
Location:	Gateshead
Salary:	Grade B: Starting salary is £23,588 per annum.
Hours:	37 hours per week, Monday to Friday, 9am to 5pm with some flexibility to meet the requirements of the post
Benefits:	<p>Oasis Community Housing operates a contributory group personal pension plan and, if eligible, you will be automatically enrolled into the Oasis Trust pension scheme. Currently all staff in our pension scheme are required to contribute a minimum of 2%. The employer contribution is currently set at 7%.</p> <p>Oasis Community Housing life assurance policy, through Omnilife, is open to all staff who earn in excess of £6000 per annum.</p> <p>25 days holiday per annum, plus statutory holidays, increasing to 30 days per annum in the holiday year after 2 completed years' service.</p>

Job Purpose:

To assist the Project Team Leader with all aspects of running Basis Sunderland, including facilitating access to a range of practical services such as food, showers and washing machines. To engage with clients at Basis Sunderland, providing basic advice, information and guidance and making referrals to a range of agencies, supporting individuals to move on and access appropriate additional services.

Organisation Context:

Oasis Community Housing is a Christian response to homelessness and disadvantage providing housing, support and other specialised services. The support provided aims to develop life skills that will enable people to live successful independent lives.

Oasis Community Housing is part of the Oasis group of charities. The group includes national charities dedicated to education, housing, and campaigning against human trafficking and we work to a common vision of creating communities in which everyone can thrive and reach their God-given potential.

We welcome applicants from all faiths or none, but it is important that all employees understand and sympathise with the Christian vision, ethos and culture of the organisation. However, it will be an occupational requirement that a practising Christian is needed for some specified roles. This will be highlighted in the qualifications section of the job description and will be clearly stated in the job advert.

Oasis Community Housing is a growing charity, with its Central Office in Gateshead, Tyne and Wear.

This post will be part of a team delivering a 'day centre style' drop-in, community based project, which will deliver both homeless prevention and homelessness response services through emergency relief and advice and guidance to vulnerably housed and rough sleepers.

Duties & Responsibilities:

- To provide basic support, advice and guidance to vulnerable people accessing Basis Sunderland
- Motivating and empowering service users to work towards independence
- To signpost and support clients to access other professional services
- To deputise for the Project Team Leader as required
- To liaise with other agencies and stakeholders regarding the service
- Ensure accurate and timely record keeping within the project
- To facilitate access to practical services offered by Basis Sunderland
- Work within all of Oasis Community Housing's policies and procedures
- To be able to work in any of Oasis Community Housing's projects as required
- Represent the ethos and values of Oasis Community Housing to service users and professionals
- Any other reasonable duties as required by the Project Team Leader

Personal Specification/Key Competencies:

Qualifications:

- Relevant qualifications (desirable)

Knowledge and Experience

- Experience of working with vulnerable people in a paid or unpaid capacity (essential)
- Experience in recording information compliant with GDPR regulations
- An understanding of the benefits system (essential)
- Knowledge of drug and alcohol misuse (essential)
- Knowledge of mental health issues (desirable)
- The ability to type and use software packages, i.e. Microsoft Office, e-mail, internet (desirable)

Competencies

- Manage time and resources effectively (essential)
- Develop effective working relationships and networks (essential)
- React calmly and professionally in conflict and crises (essential)
- Be able to identify needs and assess risk accurately (essential)
- Be able to work on own initiative but also as part of a team (essential)
- Be able to relate well to people of all backgrounds and cultures (essential)
- Have good listening and communication skills (essential)
- Have good interpersonal skills (essential)
- Have a strong sense of team spirit (essential)
- Emotionally resilient (essential)

Motivation:

- Be in sympathy with the Christian ethos and values of Oasis Community Housing (essential)
- Be committed and enthusiastic (essential)
- Be passionate about working with the client group (essential)
- Have a desire to make a positive impact on the lives of disaffected people (essential)

Other:

- Ability to maintain professional boundaries with service users (essential)
- Ability to interact with people from a wide range of backgrounds (essential)
- The post-holder will be subject to an Enhanced DBS check

Note: This Job Description does not form part of your Contract of Employment