

Job Title: Assistant Accommodation Project Worker - In charge of activities

Responsible to: Accommodation Manager/ Senior Project Worker

Job Purpose

The main role of this job is to organise activities for the residents so it will require someone who is creative with experience and background in this field. To assist in the delivery of practical support to vulnerable homeless people to enable them to maintain their tenancies/licences, participate in meaningful activities such as education, training or employment and resettle to appropriate accommodation in the community.

Main Tasks

- Provide high-quality person-centred support to enable and empower clients to develop the skills necessary for independent living within legislative, regulatory requirements and best practice.
- To interact with residents to encourage an appropriate standard of behaviour and ensure that an appropriate living environment is maintained
- To engage with residents to enable them to develop the necessary skills to support a successful resettlement
- To maintain high standards of supervision and support in order to create a warm, caring and homely environment
- To assist residents with basic life skills such as cooking, budgeting, cleaning and ironing as per their care plan to enable them to maintain their own accommodation after resettlement
- To encourage residents' respect of staff, other residents and the environment in and around the Hostel area
- In conjunction with a Project Worker, interview and assess prospective residents on arrival at the project and complete all associated administration
- **To give advice on welfare benefits and make necessary applications where appropriate**

- **To collect rental charges where appropriate and in accordance with the Association's Housing Management policies**
- To inspect rooms on a regular basis in conjunction with another staff member and at the direction of the Accommodation Manager and take any remedial action as necessary
- To aid the collection of rent in accordance with the Association's arrears policy
- To aid in the establishment of residents' groups and programme (activity) work
- To ensure that the residents' rights are not infringed
- To ensure continuity in key working with other hostel workers by maintaining up-to date Residents Notes, reports etc.
- To work towards the reconciliation of young people with their families or resettlement in long term accommodation in conjunction with the other staff
- To ensure that accurate statistical data collection and collation is carried out in accordance with house related support monitoring procedures
- To give administrative assistance to the Accommodation Manager with the continued development the rent accounts/maintenance system
- To act as the Fire Safety Co-ordinator when on shift, in conjunction with colleagues, to ensure safe evacuation of staff from the building
- To carry out other tasks within the post holder's capabilities as directed by your line manager
- A commitment to Safeguarding and promoting the welfare of children, young people and adults at risk
- To carry out reception duties as and when required, cover shift in less busy times or when there are no activities planned.
- To engage young people to participate in the design, delivery and continuing development of the project; enhancing their sense of community ownership, pride and understanding of their local environment
- To support YMCA to implement quality and continuous improvement through the implementation of a quality assurance system

- Undertake core and relevant training to enhance personal and professional development
- To work within YMCA policies and procedures, with particular regard to health and safety, equal opportunities, diversity, protection from abuse, data protection and confidentiality
- Understand personal responsibility under the Health & Safety at Work Act 1974 including fire safety
- Supportive of the Christian Aims & Purposes of the YMCA

Knowledge	Essential	Desirable
A good understanding of activities planning	✓	
A good understanding of partnership working with other training providers	✓	
A good understanding of 'partnership' working with external agencies.	✓	
Qualifications	Essential	Desirable
A good level of education up to A level or equivalent standard		✓
A formal qualification or experience in Social Housing or related field		✓
Experience	Essential	Desirable
Having a teaching experience background	✓	
Experience of working with young people, although not necessarily in a housing context		✓
Skills & Abilities	Essential	Desirable
Proven ability to use IT software including Microsoft Office and online databases	✓	
Excellent interpersonal skills	✓	
Good teamwork skills	✓	
High standard of communication, people and organisational skills	✓	
Good listening skills and able to show empathy	✓	
Good administration skills	✓	
Ability to write reports, keep case notes, client records and the ability to make and maintain excellent liaison with other agencies.	✓	

PERSON SPECIFICATION



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Ability to work in a non-judgemental and non-discriminative way.	✓	
Skills & Abilities	Essential	Desirable
Ability to plan and develop all-inclusive activities		
Ability to work flexibly and under pressure.	✓	
Personal Qualities	Essential	Desirable
Ability to work within a reactive environment	✓	
Well motivated	✓	
Able to interact with people from varied backgrounds	✓	
Able to work a rota including evenings, weekends and public holidays as required	✓	
Understanding of the aims and purposes of the YMCA	✓	
High levels of honesty, integrity and discretion	✓	
Be able to drive		✓

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.