



JOB DESCRIPTION

- Job Title:** Project Worker, Naomi project (female)*
- Responsible to:** Project Manager, Naomi-Karis project
- Location:** Gateshead
- Salary:** Grade B: £18,184 - £19,233 per annum FTE
- Hours:** An average of 24 hours per week worked over a 3 week rota (which includes evenings weekends and bank holidays).
Fixed term contract to 31.3.18.
- The occasional sleep shift may be required but this will not be a regular request.
- Benefits:** Oasis Aquila 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%.
- Oasis Aquila Housing life assurance policy, through Omnilife, is open to all staff who earn in excess of £6000 per annum.
- 25 days holiday per year pro rata, plus statutory holidays pro rata, increasing to 30 days per annum pro rata after 2 completed years' service
- Job Purpose:**
To work as part of a small team helping with all aspects of running of the project, motivating and empowering Service Users towards independent living in sustained tenancies within the community. To provide basic life skills advice, information and guidance and support individuals to move on and access appropriate additional services.
- Organisation Context:**
Oasis Aquila Housing (OAH) 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 Aquila 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 Aquila Housing is a growing charity, with its Central Office in Gateshead, Tyne and Wear.

Project Specific:

This post is part of the wider NaomiKaris team which is co-located at the residential premises and on a local housing estate.

Naomi project provides 8 beds within a 24 hour staffed supported accommodation setting and 4 beds within 2 flats as managed tenancies for young women aged 16-30 who are facing homelessness, often due to substance misuse, domestic abuse or relationship breakdown.

Karis project provides support and housing management to 6 young women aged 16-25 and their children on a local housing estate.

On rare occasions staff may be required to operate between both sites on an 'as and when needed' basis.

Duties & Responsibilities:

- Interview and assess homeless applicants
- Provide support, advice and guidance across a number of relevant domains
- Motivate and empower Service Users to work towards independence
- Provide creative, varied housing-related support to a caseload of clients
- Navigate difficult situations effectively and sensitively, including warnings and evictions
- Accurate money collection and recording
- Accurate, timely and effective record keeping
- Liaise with neighbours and various professionals relevant to the project
- Support Service Users to move on from the project
- Regular cleaning duties within the projects and Service User properties
- Support Service Users to access appropriate external support services
- To provide on call support during unsocial hours (you may also occasionally be required to provide sleep-in duty)
- Represent the ethos and values of the Organisation to Service Users and professionals
- Any other reasonable duties as required by the Project Manager.
- To be able to work in any Oasis Aquila Housing projects as required

Personal Specification/Key Competencies:

Qualifications:

- Relevant qualification to NVQ 2 or equivalent (essential)
- Other relevant qualifications (desirable)
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Knowledge and Experience

- Experience of working with young people in a paid or unpaid capacity (essential)
- An understanding of the benefits system including sanctions (essential)
- Knowledge of substance misuse and its impact (essential)
- An understanding of safeguarding and domestic violence issues (essential)
- The ability to type and use software packages, ie Microsoft Office and type professional letters (essential)
- Experience of drawing up support plans (desirable)
- An awareness of the impact of worklessness on young people (desirable)
- Knowledge of mental health issues and their impact (desirable)
- Sound knowledge of issues facing young homeless people (desirable)

Competencies

- Be able to manage time and resources effectively (essential)
- Be consistent and inspiring and inspiring trust in others (essential)
- Be able to develop effective working relationships and networks in difficult situations (essential)
- Have and be able to maintain excellent professional boundaries (essential)
- Be able to react calmly and professionally in a crisis and at times of heightened emotion (essential)
- Be able to work well individually but also as part of a team (essential)
- Be inclusive of people from all backgrounds and cultures (essential)
- Able to be flexible in working arrangements (essential)
- Be sensitive and diplomatic in difficult/emotional situations (essential)
- Have a positive outlook (essential)
- Have good listening skills (essential)
- Have a strong sense of team spirit (essential)
- Emotionally resilient (essential)
- Car owner/driver (essential)

Motivation:

- Be in sympathy with the Christian ethos of the organisation (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 young people (essential)

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Guidance on Completing an Application Form

All applicants are required to complete the standard Application Form. CVs are not accepted. The information you give us in your Application Form is the only information that we will use to decide whether or not we short list you for an interview.

Equal Opportunities Monitoring

Please complete the Equal Opportunities Monitoring form included as part of the Application Form. This helps us to measure the effectiveness of our Equal Opportunities Policy.

Members of the shortlisting and interview panel will not see the monitoring forms.

Rehabilitation of Offenders Act 1974

You **must** give details of any convictions, cautions, reprimands, or warnings you may have, both spent and unspent.

Advice Notes

Think carefully about the post you are applying for, what the post involves and whether you can match this in terms of your experience, knowledge, skills and abilities.

- Fill in all parts of the Application Form; if some parts do not apply then write N/A (not applicable).
- Please type the Application Form but, if you are unable to do so, please complete in black ink and ensure that your writing is clear and legible.
- List any qualifications and training as well as any **relevant** experience in your past and present jobs.
- The Supporting Statement is an important part of the Application Form where you can tell us about your knowledge, skills, abilities and experience which you can bring to the job. This should be no more than 2 sides of A4 in Aerial 11 font.
- If you are successfully short listed, we will aim to contact you at least 5 days before the day of the interview, although this may not always be possible.



Summary of Terms and Conditions of Employment

Please note that the purpose of this document is to only provide an outline of the main terms and conditions of employment. This document does not form part of any resultant contract of employment.

Appointment

Your appointment is subject to:

1. An enhanced DBS clearance (depending on the role)
2. At least two satisfactory references
3. Evidence that you are legally entitled to work in the UK (which will be checked at interview)

Hours of Work

Full time equivalent hours are:

Central Office	37 hours over 5 days
Residential Projects	The number of hours worked each week varies according to the rota which includes evenings, weekends and bank holidays. Refer to the relevant Job Description. 2 increments are paid for unsocial hours.
Community Projects	37 hours over 5 days
Casual/Bank Staff	'as and when needed'

Annual Holiday Leave

The annual leave year runs from 1st September. Entitlement is the equivalent of 25 days plus statutory holidays per annum, increasing to 30 days after 2 years full service, pro rata for part time staff.

Part time workers will have their holidays calculated as follows: 25 days (or 30 days) divided by 37 multiplied by the agreed hours of work. Public/Bank Holidays are also calculated on a pro rata basis.

Holiday entitlement is equivalent to 12.07% of the hours worked in each holiday year.

Salary

Salary is paid monthly by BACS transfer into a Bank or Building Society account specified by you normally on the 26th of each month.

Probation

All new employees are required to complete a probationary period which is specified in your Employment contract. During the probationary period you will have regular reviews of your performance. On successful completion of your probationary period you will be confirmed in post.

**Pension**

Oasis Aquila Housing operates a contributory group personal pension plan and in accordance with the Pension Act 2008, 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% of their salary. The employer contribution is currently set at a contribution of 7%. Pension contributions will be in line with pension reform legislation and full details will be provided to you by the Finance Dept.

Life Assurance

Oasis Aquila Housing life assurance policy, through Omnilife, is open to all staff who earn in excess of £6000 per annum. If you are on a contract with variable hours below this level we will discuss with you in person if you are eligible to join the scheme. This scheme provides a 'death in service' benefit to any nominated beneficiaries in the event that you die whilst in our employment.

Sickness

If, through sickness or injury, you are incapable of performing any of the work you are employed to do, the Employer will pay you statutory sick pay ("SSP") in accordance with its legal obligations. For SSP purposes your qualifying days will be your normal working days.

Notice period

After the expiry of the probationary period, the period of written notice to be given by either party to terminate your employment is stipulated in your Contract of Employment and will be at least 4 weeks.