



Project Worker – Bradford Temporary Accommodation Service

HOURS: Various evening and weekend shifts available

SALARY: £12.60 per hour, £22,995 per annum

ANNUAL HOLIDAYS: 6 weeks plus Bank Holidays

LOCATION: Bradford

Job Description

REPORTS TO: Scheme Manager

We have a range of shifts to cover across BTAS, working with families, single men and single women. These shifts will be based at one of the residential buildings, in Bradford, where the teams provide 24/7 support.

RESPONSIBILITIES

- To safeguard people within the service – including reporting and responding to safeguarding disclosures, accessing support from relevant services
- To ensure all people adhere to the House Rules.
- Resolving and dealing with any anti-social behaviour.
- To contact emergency services as required to deal with any incidents or emergencies.
- To develop positive and professional working relationships with the residents to achieve positive outcomes through activities and one-to-one conversations.
- To have an open and flexible approach to working with the residents and a good knowledge of how to positively manage behaviour that can challenge.
- Completing welfare checks and other Health and Safety duties. Engage in all aspects of housing management; reporting repairs, fire alarm tests, overall health and safety of the building and the young people who live in them.
- To support the caretakers to complete general housekeeping and domestic duties to ensure living standards are maintained. This will include cleaning of voids and communal areas.



- To ensure the safety and wellbeing of the residents by paying particular regard to building security including access to the building, monitoring of CCTV and regular safety checks of the building and communal areas through the night.
- To complete a written and verbal handover at the end of each shift, highlighting any incidents or concerns during the night, any telephone calls, repairs and items that need to be restocked.

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; it may therefore be subject to change.

For management and specialist roles, colleagues will be responsible for the determination, assessment and management of risk.

Safer Recruitment

Horton Housing is committed to safe and fair recruitment, safeguarding and protecting the people that we support. The majority of positions here at Horton will require a fully completed application form and an enhanced DBS check to identify and reject applicants who are unsuitable to work with children or young people.

Person Specification

ESSENTIAL

- Experience of working in an environment that supports vulnerable people, in either a paid, voluntary capacity or lived experience.
- Excellent communication skills, including active listening.
- Ability to carry out a range of domestic tasks such as cleaning, changing beds, etc.
- Approachable, adaptable and have the ability to remain calm and work effectively under pressure.

DESIRABLE

- Experience of housing management including; health and safety, repairs and maintenance, property checks etc.

In addition to the above, it is expected that you will:

- Maintain professional boundaries
- Have a commitment to Equality, Diversity and Inclusion
- Are willing to undertake any further training required
- Are able to work flexibly to meet the needs of the service/department



About the Department

Bradford Temporary Accommodation Service (BTAS) provides short-term temporary and emergency accommodation and support for people who Bradford Local Authority owe a statutory (legally) homeless duty. The aim of the service is to prevent the most vulnerable people from experiencing homelessness and rough sleeping. The three separate elements delivered by Horton are; families, including single parents, single men and single women.

Referrals are accepted 24/7 through the Housing Options Service. BTAS offers tailored, person-centred and trauma informed support. Information, signposting and/or support will be provided to address independent living skills, mental health, substance misuse, and employment access. Resettlement assistance can be provided for up to 2 weeks after the people who we support move on.

A variety of temporary accommodation options are provided, catering to a range of needs, with a focus on safety and quality. Accommodation includes buildings with 24/7 access to on-site support and security.

BTAS collaborates with local agencies to empower individuals and enhance independence. Our key service outcomes focus on securing long-term housing for the individuals we support and ensuring they achieve sustained tenancies.

