



Move On Worker – Bradford IHM

HOURS: 35 hours per week

SALARY: £26,655

ANNUAL HOLIDAYS: 6 weeks plus Bank Holidays (pro rata for part time hours)

LOCATION: Bradford

Job Description

REPORTS TO: IHM Manager

The Move On Worker is responsible for supporting a caseload of clients, who have moved from temporary accommodation into Horton's Move On Service. The Move On Worker will take a personalised approach to support, with a view to developing independent skills in order that individuals can manage a tenancy and sustain their accommodation.

The specific duties that will be required in a particular instance will depend on the needs of the individual client.

RESPONSIBILITIES

- Manage a caseload of clients.
- Undertake housing management responsibilities, including encouraging clients to behave in ways that do not create neighbour nuisance, and to adhere to the terms of their tenancy.
- Carry out health and safety checks, assist with reporting repairs and conduct property checks.
- Undertaking domestic duties e.g. cleaning, clearing out sharps, changing bedding, restocking and refurbishing rooms ready for re-letting.
- Assist clients with key skills to enable them to maintain their tenancy and make choices which will enable them to live independently and maintain their home.
- Undertake detailed assessments and devise individual support and risk management plans.
- Assist clients with accessing and maintaining welfare benefit entitlement, paying rent and utilities, and help with budgeting.



- Encourage and assist clients to partake in community, leisure and activities to promote wellbeing.
- Encourage and assist clients to engage in education, training, employment, or work-like activities.
- Assist clients with moving into more permanent accommodation.
- Support and encourage clients to access and engage with other services; statutory and voluntary, to meet their needs.
- Empower clients to have their say, and be involved at all levels.
- Develop and maintain strong and professional working relationships with partner agencies.
- Keep written records in accordance with the requirements of the organisation and funders.
- Liaise closely with the Scheme Manager to keep them informed of client caseloads and any problems arising.

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

SKILL, KNOWLEDGE & EXPERIENCE

- Experience of working directly people who are experiencing homelessness, people with drug and/or alcohol issues, people with a history of offending and those in crisis situations
- Experience of undertaking client assessments, and developing individual support plans and working with vulnerable people in a community setting
- Experience of providing support to clients to assist them in maintaining their own homes
- Experience of housing management tasks e.g. reporting repairs, health and safety, tenancy management
- Evidence of vocational training in relevant skills for the post e.g. mental health issues and social care
- Full UK driving licence and access to a vehicle which can be insured for business use



ESSENTIAL FOR THE ROLE

- Ability to maintain professional boundaries
- Valid driving licence and use of vehicle permanently and insured for business use
- Commitment to Equality & Diversity
- A willingness to undertake any further training required

About the department

The Intensive Housing Management (IHM) service is open to clients, aged 18 and over, who are eligible for the service, including single people, couples or families with one child. The service provides accommodation for people who have low to medium support needs and may find it difficult to access mainstream housing.

IHM provides short to medium term accommodation, which is self-contained and fully furnished, for tenants who are able to manage a tenancy with support.

