



Recovery Worker Lvl 2

Mid Sussex Supported Housing

Job Description

Ref: 1029

Job Summary

The post holder, as part of the Mid Sussex Supported Housing team, will support the launch and delivery of a new high level support service to a group of 6 former rough sleepers as part of Mid Sussex District Council's rough sleeper accommodation pathway. Four clients will be housed within BHT Sussex accommodation, Rapley Court, and two clients with a partner Housing Association within the Mid Sussex area. We anticipate that among the needs of prospective clients will be issues around problematic substance use, mental and physical ill health, offending behaviour, financial instability, and non-engagement with services exacerbated by trauma.

Responsibilities will include,

- Providing person centred support for each client, focussed on their individual circumstances with the aim of building their skills and experience to manage and sustain a tenancy.
- Supporting clients to undertake preparation for and attain more independent accommodation including around employment.
- Working closely with a range of different agencies within the statutory and voluntary sector

Responsible To

- Operational Manager – Mid Sussex Supported Housing
- Through line management to the Board of Management.

Significant Working Relationships

- BHT Sussex staff
- Clients at service
- Families of the clients
- Statutory and voluntary organisations supporting the scheme's clients

Duties / Responsibilities

Client Support:

1. To provide high level, trauma informed and person-centred support to 4 clients in Rapley Court and 2 clients in the community.
2. With the Operational manager to work with MSDC to identify and assess new clients referred to the service

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3. To sign up and induct new clients supporting them to understand their rights and responsibilities of a tenancy agreement including how to be considerate of neighbours and become a part of the local community.
 4. To develop action plans in collaboration with clients to meet their personal goals and aspirations and to support them to develop the skills to move to more independent accommodation
 5. To complete review and update client risk assessments.
 6. To provide support during the settling in period including furnishing and setting up and monitoring household utilities.
 7. To encourage and support the development of selfcare and self-management for all clients within their home environment
 8. To assist in setting up and ongoing monitoring of welfare benefits including housing benefit
 9. To develop clients' skills around financial management and budgeting including addressing any previous debts if required.
 10. To support clients to access training, education and employment to support their long-term goals
 11. To refer, and where necessary advocate for, clients to additional support services e.g. mental health teams, housing and drug and alcohol support.

General Duties

12. To work with clients in Rapley Court project accommodation and to be a part of a wider Mid Sussex Supported Housing staff team.
13. To complete and maintain up to date records on a daily basis using the BHT Sussex Inform system.
14. To work closely alongside all professionals involved with the client's case to ensure effective communication and raise concerns/alerts regarding any issues relating to client wellbeing or placement.
15. To assist in the continuous monitoring and evaluation of the service/client outcomes alongside the wider staff team.
16. To assist the Operational Manager on carrying out any action following a breach of the client's tenancy agreement.
17. To represent the service at key stakeholder/partnership meetings.
18. To provide elements of housing management, including tenancy enforcement, rent payment and monitoring, reporting on repairs, and advising on renewals of furniture
19. To assist in ensuring Health and Safety and Fire Risk compliance by completing regular checks.
20. To be able to work on own initiative, prioritising workload within deadlines and lone working in line with organisational lone worker procedures.
21. To work at all times to BHT Sussex ethos and in line with policies and procedures

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22. To maintain personal development including regular supervision session with line manager, yearly appraisals and training
 23. To ensure clients receive the best possible standard of support from the service
 24. Other such duties appropriate to the grade and character of the work as may reasonably be required

It is the duty and responsibility of each employee to familiarise and comply with, BHT Sussex's health and safety policies and procedures. You are responsible for taking care of yourself to avoid injury to yourself and other persons who may be affected by your acts or omissions at work. You will be required to co-operate with BHT Sussex and others in meeting statutory requirements.

For confidentiality and data security: whilst working for BHT Sussex you may gain knowledge of confidential matters which may include manual, electronic personal and medical information about our Board Members, Staff, clients, residents or third-party contacts. Such information must be considered strictly confidential and must only be used for the purpose for which it was obtained for. Failure to observe BHT Sussex's GDPR & Data Protection policies and procedures could lead to disciplinary action. In addition, you must comply and handle personal data securely in accordance with BHT policies and procedures, including the IT Security Policy and Computer Use Policy.

Adherence to and ensure compliance with BHT Sussex's Safeguarding Policy and Procedure at all times. If, in the course of carrying out the duties of your role, you become aware of any actual or potential risk(s) to the safety or welfare of clients, these concerns must be reported to your line manager in the first instance.

Actively promote and live out BHT Sussex values of 'Inspiring Change'; 'Delivering Excellence'; 'Empowering People'; 'Being Accountable' and 'Collaboration'.

To assist with identifying and reviewing strategic risk, and to be responsible for the management of specific risks delegated to you from time to time.

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.