# **JOB DESCRIPTION**

POST: Homeless Complex Needs Worker

HOURS: Full-time Post: 35 hours per week. Initially until March 31st 2019 with

 the possibility of continuation of funding.

GRADE: £24,174

RESPONSIBLE TO: Mill Street Hostel Manager

BASED: Mill Street Hostel, Pontypridd but also working

 at The Grange, Pontypridd.

**Main Responsibilities**

1. To work in an innovative and creative way in order to engage clients within the Adref hostels who have chaotic and complex needs.
2. To work in partnership with other professionals including substance misuse, alcohol and mental health agencies.
3. To work with other professionals in order to identify the different types of support available for clients individual needs and to empower clients by identifying their choices.
4. To act as a vital link between the client and services supporting them to appointments if needed.
5. To work closely with hostel staff in order to provide the best outcome for clients.
6. To provide one to one support and / or group support as needed.

**Obligations**

1. To work to further the overall vision, mission, values and operational principles of Adref Ltd.
2. To work within Adref’s Equal Opportunities Policy at all times.
3. To provide a client focussed service.
4. To work in a manner that lessens dependency and strives to empower clients.
5. To comply with Adref`s financial procedures.

# **Other Duties**

1. Ensure that the projects administrative paperwork is completed and that databases are maintained.
2. Ensure that all paperwork is filed correctly and that all records are accessible for the Manager to inspect.
3. Attend partnership meetings under the direction of the Manager.
4. Attend project specific team meetings.
5. Attend regular supervision with the Manager.
6. Attend training/conferences in agreement with the Manager.
7. Contribute to the development of the project and the organisation, and the review of policy and procedure.
8. Work with the Hostel Manager, hostel staff and partners in promoting the service within Rhondda Cynon Taf.
9. Any other duties commensurate with the post.

# **Other Adref Schemes**

Adref has a policy of generic working. This means that you may be required to lend your skills, knowledge or experience for the benefit of another scheme.