



Job Description

Job Title: Project Worker - H&MDS/T Outreach **Reports to:** Service Manager / Team Leader – H&MDS/T Services

Date: 6th October 2021

Job Purpose:

To provide support to people who have been victims of Modern day Slavery & Trafficking, and help them re-integrate into the community.

To provide support and direction to people who use our service so that they feel empowered to make positive choices such as finding employment/access education/have legal representation.

To be involved in a variety of tasks to support individuals including liaising with and /or accompanying individuals to meetings with external agencies like Healthcare, Solicitors, Immigration, Probation teams, Mental Health, Recovery teams.

Objectives	Typical Tasks
<p>Provide the required level and quality of care and support in line with partnership standards through face to face contact with clients.</p>	<ul style="list-style-type: none"> • In conjunction with the co-ordinators and team leaders, assess the needs of all clients referred • Familiarise self with the support plans and risk assessments of the assigned clients. • Work with the Team Leader in planning meetings for the week. • Liaise and build networks with local community groups (including but not limited to:- local religious groups, community halls, community centres, libraries etc.) to facilitate the meeting of clients and provision of one-to-one support. • Discuss and review support plans and risk assessments to facilitate a period of reflection and recovery. • To assess clients' accommodation and mitigate any risks, update the same through regular reviews. • Signpost clients to appropriate services (including but not limited to:- GP Registration, acquisition of HC2 Certificates, getting appropriate legal representation, acquiring IDs/ passports, opening of bank accounts, accessing benefits, accessing educational and training needs, following on trafficking cases and/ or compensation). • Monitor the health and wellbeing of the clients who use the service and ensure access to healthcare as necessary.

	<ul style="list-style-type: none"> • Apprise clients of upcoming meetings. • Encourage clients to build social relationships and maintain contacts. • Work with co-ordinators and specialist workers to enable clients to develop their skills and to network in the community. • In conjunction with co-ordinators, produce and review "SMART" support plans. • Hold regular face-to-face key working sessions with clients. • Understand and scan relevant documents to maintain system and if possible resolve different matters.
<p>Communicate with internal and external members to support people using the service.</p>	<ul style="list-style-type: none"> • Liaise and develop relationships with relevant workers who can provide information, advice and counselling to assist clients. • Develop relationships between clients and other support services.
<p>Maintain up to date records as required by the Service.</p>	<ul style="list-style-type: none"> • To deliver and assist with the usage of Remote control devices to facilitate ongoing support. • Maintain up to date records of all care/support needs for clients. • To update support plans, risk assessments, detailed needs based assessments; recovery needs assessments and relative paperwork appropriately.
<p>Maintain health and safety standards in line with Service guidelines.</p>	<ul style="list-style-type: none"> • Ensure relevant standards are followed at all times and maintained. • Maintain good working knowledge of relevant standards in order to implement safely and appropriately. • To highlight any safeguarding concerns to the line manager without delay.
<p>Continuous self development to ensure knowledge and skills are relevant to the service.</p>	<ul style="list-style-type: none"> • Keep up to date with skills and knowledge. • Attend mandatory training. • Attend other training and development activity where appropriate. • Participate in development reviews. • Read and seek to understand all relevant communication eg staff handbook, written communication, marketing literature. • Attendance at staff briefings.

<p>Actively support the vision, philosophies and values of the Charity.</p>	<ul style="list-style-type: none"> • Promote the core values of the Charity, ie respect, compassion and hospitality. • Act in a non-discriminatory manner. • Maintain confidentiality at all times. <p>Undertake any other duties that are in keeping with the values of the Charity that you have the skill/ability to carry out.</p>
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Level of Disclosure: Enhanced

Person Specification

Essential

- Experience of working with vulnerable people with support needs
- Ability to undertake risk and support needs assessments
- Fluent in a second language e.g. Eastern European language / Arabic
- Knowledge of relevant support planning systems.
- Good organisational and planning skills.
- Excellent interpersonal skills.
- Excellent communication skills
- Proactive approach to individuals' needs
- Good understanding of equal opportunities.
- Able to work alone or in a team
- Able to work in a pressurised environment
- Assertive approach
- Ability to motivate people
- Ability to use initiative
- Good level of IT skills
- Can do and pro-active approach

Desirable:

- Working in a foreign language environment with multi skilled workers
- Developing a target orientated service within limited resources
- Experience of housing and employment issues for non-UK nationals
- Experience of working with vulnerable individuals e.g. homeless, victims of domestic violence, victims of modern day slavery