

JOB DESCRIPTION
(To be read in conjunction with Person Specification)

**Mental Health Homeless Prevention Worker – Assertive Outreach Team
Accommodation Gateway Service**

LOCATION:	Leeds CMHT
POST:	Mental Health Homeless Prevention Worker 37 Hours per week
SALARY:	NJC Point 17-22
ACCOUNTABLE TO:	Service Manager
ORGANISATIONAL EXPECTATIONS:	
<p>Community Links aims to provide high quality services adhering to principles of best practice, promoting equal opportunities and working positively with diversity. All posts have two main functions: to carry out the duties as outlined and be proactive in continuously improving service delivery.</p> <p>We expect all employees to carry out their duties in a professional manner with a client focus, ensuring that respect and courtesy is shown to them, colleagues, other service providers and all those in contact with the organisation.</p>	
OUTLINE OF POST:	
<p>The post holder will be one of six Mental Health Homeless Prevention Workers embedded in community services within Leeds & York Partnership Foundation Trust & Community Links.</p> <p>They will hold responsibility for all aspects of housing and accommodation support related to clients of LYPFT – CMHT</p> <p>Focus of the work will typically be short-term and for an identified and agreed set of interventions; where longer term housing support needs are identified to liaise with and initiate referral to Engage Leeds and oversee coordination of seamless handover as required.</p>	
MAIN TASKS:	
1	To support identified clients, to assess and address accommodation support issues working collaboratively within an inclusive recovery focussed approach.
2	To attend CPAs and professionals' meetings where appropriate undertaking specific pieces of short-term housing related work.

3	To take a preventative role to ensure that wherever possible, accommodation is retained, housing related hospital admissions and incidence of homelessness are kept to a minimum.
4	To be a point of contact and advice for the Assertive Outreach Team in order to facilitate appropriate responses to housing need.
5	To understand the CPA, its underpinning principles and guidance and the role of housing within this.
6	To develop accommodation support plans working collaboratively to maximise Service User Involvement.
7	To ensure that client records and other information systems are completed accurately and within agreed timescales.
8	To ensure that support undertaken is meaningful, respectful, promotes self-determination and is in line with the individual support plan.
9	Work as a team with the Accommodation Gateway, care - coordinators and liaise closely with housing support services, LCC Housing Options and accommodation providers across the city
10	Oversee Housing Transfers and Resettlement and liaison with Housing providers to identify safe and secure housing options to enable independent living.
11	Support with Housing applications and liaison with Housing Offices/Landlords.
12	To adhere to organisational policies and procedures relating to risk and personal safety.
13	To contribute to the achievement of annually set individual and team targets.
14	To participate in regular supervision.
15	To represent Community Links in a knowledgeable and professional manner at all times.
16	To maintain appropriate professional boundaries at all times.
17	To identify own training and development needs in conjunction with your line manager and participate in training opportunities as directed.
18	To partake in Community Links Personal Development Review system.
19	Any other duties commensurate with the grade and level of responsibility of this post.

<p>Please note this job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible approach to the tasks, which may be varied from time to time following discussion with line management. Any variations will be subject to the operational requirements of the project and will be in keeping with the general profile of the post.</p>
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PERSON SPECIFICATION

Mental Health Homeless Prevention Worker Accommodation Gateway Service

The person specification should be read in with the job description. It is used at the short listing and interview stage to decide how suitable each candidate is to take on the role. Community Links does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

Approach	Essential {insert ✓ where appropriate}	Desirable {insert ✓ where appropriate}	Identified by: A = application form I = interview E – exercise
Demonstrate a commitment and enthusiasm for working with our client group	✓		A, I
Demonstrate understanding and commitment to equal opportunities and diversity	✓		A, I
Demonstrate a commitment to enabling and empowering clients to become actively involved in Community Links	✓		A, I
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	✓		A, I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		I
Knowledge & Skills	Essential	Desirable	
Good verbal, written and numeracy skills sufficient to be able to make accurate written records	✓		A, I
Good technical literacy of Microsoft Applications e.g. Word, Excel, and Access etc.	✓		A, I
Good interpersonal skills including listening and display empathy	✓		A
Creative, flexible and imaginative approach to working with people with mental health problems	✓		I
Have access to a car for work purposes and hold a full current UK driving licence	✓		A

Language skills e.g. Urdu, Polish, BSL, etc		✓	A
Experience	Essential	Desirable	
Demonstrate successful experience of self directed working and be able to take a 'lead' role in enable clients to achieve their housing goals	✓		A, I
Experience of working positively with housing providers to prevent homelessness/resettle clients	✓		A, I
Demonstrate successful working towards individual, team and service targets	✓		A, I
Experience working in community settings and working on an outreach basis	✓		A, I
Experience of mental health either as service user, carer, worker or volunteer	✓		A, I