

Job Description

Key Worker – Foundations

Part time – 24 to 28 hours per week

Fixed term until March 2025

For over 50 years, Cyrenians has tackled the causes and consequences of homelessness.

We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures. That's why all our work is values-led and relationships-based. We meet people where they are, and support them towards where they want to be.

Our mission: To tackle the causes and consequences of homelessness through learning from lived experience; by delivering targeted services which focus on prevention, early intervention and support into a home; and by influencing changes in legislation and policy.

Compassion | Respect | Integrity | Innovation

1 General

About the service

Our Foundations Service is well-established in Edinburgh with over 15 years of experience supporting people into employment. This work is delivered on an outreach basis, visiting clients in their homes or in the community.

About the role

Working as part of a small team the Foundations Key Worker provides holistic, person-centred one-to-one support for people facing a range of barriers which prevent them returning to work, Many of our clients have recently been released from prison or living with historical trauma. Barriers can include:

- Homelessness
- Mental health
- Debt / poverty
- Experience of trauma
- Criminal convictions
- Low confidence
- Lack of education

Using an assertive outreach approach, the project aims to help people to remove or deal with issues so they can move back into work through work-based training and/or volunteering.

Cyrenians requires all staff to be flexible in their approach and to display care, respect and a non-judgmental approach to clients, being prepared to work tenaciously and imaginatively towards successful outcomes.

2 Tasks and Responsibilities

Provide holistic one-to-one support to people using the service

- Provide holistic one to one guidance and support on an outreach basis to people using the service, referred to us from the Police, Criminal Justice Social Work, DWP and other agencies.
- Provide regular and high-quality case work based on Cyrenians' Key Worker Practice Model (Skilled Helper theory)
- Work with clients to develop a personal action plan to help them set their own goals for progression
- Provide support to people with complex and multiple needs to help them remove their barriers to work and get them closer to employment

Liaise with partners

Work in partnership with:

- DWP and financial advice services to help clients navigate the benefits system
- Police Scotland and Criminal Justice Social Work to identify opportunities for clients to progress towards suitable volunteering, employability training or employment
- Health and wellbeing providers, such as Crisis and Thrive, to help build clients' resilience, purpose and structure.
- Housing Authorities to help with housing issues
- Education providers to provide appropriate opportunities for learning
- Services within Cyrenians and in other third sector organisations to provide appropriate volunteering and training opportunities

Participate in all aspects of the planning and monitoring of the service.

- Participate in service planning meetings and reviews.
- Maintain an individual work plan which is consistent with the overall service plan.
- Participate in annual performance review and supervision sessions.
- Undertake training which is appropriate to the project's needs.
- Comply with systems to record case notes and client contact

- Produce regular statistics and other information as required for the Leadership Team.
- Undertake other tasks as required by the Service Manager.

3 Person Specification

Knowledge and Experience	
Experience of lone working and home visiting	Essential
Proven ability to work with vulnerable people and those displaying challenging behaviour.	Essential
Proven ability to establish and maintain good professional working relationships with a range of partners including DWP, Police Scotland and criminal justice social work.	Essential
An understanding of the impact of poverty, inequality and social isolation on people's lives	Essential
Awareness of the issues facing people coming out of Scottish prisons or who are working towards full release into the community.	Essential
Experience and understanding of employability issues and networks in Edinburgh	Essential
Qualification in Careers Guidance or Community Education	Desirable
Skills and attributes	
Excellent IT skills including the use of databases	Essential
Ability to be organized and structured with work under minimal supervision	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Flexible approach to work and good teamworking skills	Essential

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via the Chief Executive of Cyrenians)
<u>Line Manager:</u>	Senior Key Worker
<u>Liaison with:</u>	Cyrenians Skills and Development team
<u>Workplace:</u>	Edinburgh
<u>Working Hours:</u>	24 to 28 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)
<u>Salary:</u>	£25,101 - £27,907 pro rata (scale points 20 to 24) This equates to £16,282 per annum for a 24-hour week, or £18,995 for a 28-hour week, on SCP20.

Pension: Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)

Funding: This post is currently funded until 31st March 2025 with the aim of this continuing with further funding

Disclosure: PVG scheme membership required

5 Application deadline and Interview dates

Closing date: 12pm on Monday 22nd July 2024
Interview date: Week commencing 29th July 2024
Stage 2 date: TBC

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.