

*Patron: The Right Reverend Karen Gorham, Bishop of Sherborne*

**Job Title: Project Worker**

**Location: Genesis Centre, Hill Street, Poole**

Hours: 25 Hours

Pay: £15 Per Hour

**Main Purpose:**

As a Project Worker at The Genesis Day Centre, you will play a vital role in providing support and assistance to individuals who are homeless and vulnerably housed. You will contribute to the daily serving of food as well as the successful implementation of our support groups and programmes.

Working within a small team of staff and volunteers you will help address the immediate needs of homeless individuals, while promoting long-term solutions and empowerment.

You will contribute to the work of Routes to Roots supporting people who are currently homeless or vulnerably housed. Based on Christian principles the organisation seeks to provide the daily essentials in addition to ongoing support and signposting.

**Duties and Responsibilities:**

Offer emotional support, guidance, and advocacy to help meet the immediate needs of individuals presenting at The Genesis Centre as well as navigating them through their homelessness journey.

Empower individuals through direct 1-1 support as well as groups providing support and life skills.

To work with multiple agencies based both at the Genesis Centre and externally to ensure effective and efficient collaborative working:

Identify and coordinate appropriate group sessions that provide support and encourage the growth of networks and peer support.

To contribute to the daily delivery of the Genesis Centre offer including organising, preparing and serving meals and providing access to provision including washing and laundry facilities.

Maintain accurate and up-to-date client records, including progress notes, incidents and attendance records, whilst ensuring compliance with data protection and confidentiality policies.



Provide cover for the running of the Genesis Centre in the absence of management, including the opening and closing of the building.

To attend multi agency meetings both digitally and in person

Participate in team meetings, supervision and appropriate training.

Carrying out the daily tasks to ensure the safe and compliant delivery of operations:

Undertake any other such duties as are deemed commensurate with this post as may be required from time to time by the Trustees &/or Genesis Centre Manager.

### **Other Responsibilities and Requirements**

Employees are required to follow all Routes to Roots policies and procedures.

Employees must keep confidential any information that they may have access to as a result of their employment with Routes to Roots.

Employees are required to participate in training events from time to time, for their own development.

### **Working Hours and Location**

The post may occasionally require out of hours work. This may include occasional evening work to provide support for the delivery of SWEP. Bank Holiday cover and occasional weekend phone support may also be required. Time can be taken in lieu.

The role will require daily attendance at The Genesis Centre, Hill Street, Poole.

This job description should be read in conjunction with the Routes to Roots statement of faith, values and ethos.

**Person specification**

<b>Attributes</b>	<b>Criteria</b>	<b>Essential / Desirable</b>	<b>Primary method of assessment</b>
Aptitudes & abilities	Passion for community transformation	E	Interview & references
	Networking within both the Christian sector and the wider community	D	Interview & references
	Passion for providing support to vulnerable people	E	Interview & References
	Show resilience in dealing with challenging behaviours	E	Interview & References
	Ability to show flexibility and be dynamic in your daily approach to the working environment	E	Interview & References
Experience	Working collaboratively with multiple agencies to provide support	E	Application form & interview
	Working with people effected by homelessness and the risk of homelessness	D	Application form & interview
	Working with vulnerable people	E	Application form & interview
	Working knowledge of and proficiency with excel spreadsheets, word, PowerPoint, databases.	D	Application form & interview
	Managing/participating in community projects	D	Application form & interview
	Facilitating support groups	D	Application form & interview
Knowledge	Charity/not-for-profit administration	D	Application form & interview
	Christian faith sector	D	Interview
	Local social issues	D	Interview

Skills	Team working	E	Interview & references
	Communication skills (both written and oral)	E	Interview & references
	Risk Management	E	Interview
	Ability to represent the organisation	D	Interview & references
Qualifications & training	Formal Qualification related to homelessness or social care	E	Application form
Other factors	Willingness to support the work in prayer	D	Interview & references

NB – Routes to Roots will take up two references before offering the position to any individual.