



JOB DESCRIPTION

POSITION:	Relief Project Worker
LOCATION:	WLM Katherine Price Hughes
SALARY:	£12.90 per hour
RESPONSIBLE TO:	Service Managers and Deputy Service Managers

ABOUT WLM

WLM has been working in the community in London since 1887. We currently work in Lambeth, Southwark, Westminster and Islington with a focus on PTS (Personal Transition Service) Coaching, Hubs & Residential Services, Counselling & Therapeutic Services and Criminal Justice Services.

WLM is a values led organisation. Our people are the heart of what we do. We have recently embarked on developing an asset-based approach in partnership with Mayday Trust building on our work embedding recovery and psychologically informed approaches.

ABOUT THE SERVICE

WLM Katherine Price Hughes House (WLM KPH) is an Independent Approved Premises commissioned by the Ministry of Justice. Approved Premises (APs) provide an enhanced level of supervision, monitoring and rehabilitation for those released from prison. The post requires experience of working with vulnerable people and an understanding of residential setting.

The aim of WLM KPH is to provide every resident with a transforming experience which brings together an awareness of risk reduction, organised and effective rehabilitation into the community, and personal growth and motivation. WLM KPH aims to provide a residential placement which operates to Enabling Environment Standards which provide a flexible and adaptable framework to support improved relationships and well-being for all.

What does the National Probation Service do?

The National Probation Service is responsible for providing advice to courts and assessing, supervising and managing the risks posed by offenders sentenced to Community Orders by the courts and during/after their release from prison.

What do Approved Premises do?

Approved Premises provide residential accommodation in the community for people who leave prison assessed as posing high risk of harm to the public, victims and children, as well as those having complex resettlement needs. This is done by:

Pre-release planning: Preparing people leaving prison for release by assessing their suitability for an Relief Project Worker, WLM KPH – October 2021 Job Description

Approved Premises placement and supporting them in the transition from prison into an Approved Premises.

Residence: Resettling people who have committed offences into the community by providing enhanced monitoring through curfews, supervision and supporting their rehabilitation.

Purposeful activity is another key aspect of the Approved Premises role. People living in the Approved Premises must engage with purposeful activities which are facilitated by staff in the Approved Premises.

Move-on: Due to the limited stay in an Approved Premises, it is important to plan and prepare people living in the Approved Premise for move-on and support them to begin living a more independent, settled, and trouble free life in the community.

ABOUT THE ROLE

The main purpose of Relief Project Worker post to manage the service in conjunction with other members of the team. This will include (but not limited to) direct work with the clients, health & safety checks, liaising with various agencies.

Relief Project Workers will be fully inducted and briefed on the specific requirements for the service. They must be highly motivated, committed to delivering professional and client-focused service to our clients including some with multiple and complex needs.

Relief Project Workers are employed on a casual basis to assist with the core tasks within the services and are expected to operate at all times within West London Mission's Policies and Procedures and the legislative framework pertaining to the relevant service.

WLM will have no obligation to offer any work whatsoever and relief workers are under no obligation to accept work if it is offered.

KEY RESPONSIBILITIES

1. To work as part of a team and as directed by management to ensure the smooth running of the service.
2. To engage with and support clients as required in each service.
3. To work co-operatively and professionally with external agencies, and internal departments to effectively deliver services.
4. To deal with incidents in a calm professional manner and within the organisation's policy and procedures.
5. To maintain accurate records in line with service requirements and organizational procedures.

GENERAL RESPONSIBILITIES

6. Adhere to WLM's Equal Opportunities Policy, Health and Safety Policy and code of conduct in all aspects of your work.
7. Work collaboratively with wider WLM staff and volunteers.
8. Attend regular supervision sessions and team meetings as well as wider WLM events and learning opportunities.
9. Undertake such other duties, consistent with the role as may be reasonably required.

PERSON SPECIFICATION

POST: Relief Project Worker

LOCATION: WLM Katherine Price Hughes

We are seeking Relief Project Workers who can demonstrate the following competencies to a high level and is committed to using them to the full in this role. Whilst some specific experience of the content of the job will be relevant, we will be looking for evidence of all the following key competencies.

Client Focus	Demonstrates consideration and respect to all stakeholders and acts in accordance with WLM's diversity values.
Communication	In both oral and written format, the ideal candidate will demonstrate clarity and concise delivery using appropriate language.
Organisation and Planning	The ideal candidate is self-motivated with a high level of time management and is able to meet conflicting deadlines whilst still producing a high level of quality.
Team Work	Self-aware, approachable and reliable. Is able to build lasting working relationships.
Proactivity and Initiative	Demonstrates an ability to challenge the current operating procedures with suggestions of their own.
Administration and IT	Able to manage databases accurately in paper and electronic formats, and is compliant with data protection laws and confidentiality.
Work with external agencies	Liaises and works well with external agencies and contacts
Reasoning and problem-solving	Ability to respond appropriately to challenges and implement new ideas to solve and overcome problems

Please use your application to demonstrate your capacities in relation to each of the criteria listed in the sections below. Please address the criteria in your application in the order they appear.

Essential Experience

1. Experience of working in a residential settings.
2. Experience of working with people with challenging behaviour

Essential Skills, Knowledge and Abilities

3. Understanding of issues surrounding homelessness, poverty and trauma
4. Strong advocacy skills and the skills to work within a multi-agency settings.
5. Ability to monitor a client's progress and the importance of maintaining clear and concise written and numerical records.
6. Understanding of some of the kinds of challenging behaviour that clients might demonstrate and awareness of basic strategies for dealing with challenging behaviour.
7. Ability to use IT software and databases.
8. Understanding of:
 - (a) The importance of confidentiality in relation to work
 - (b) Professional boundary issues

9. An understanding of and the commitment to diversity & equality as it applies to a supportive service and in the workplace.

Desirable Criteria

10. Willingness and ability to work shifts including evenings, weekends and waking nights.
11. Willingness to work flexibility in response to changing organisational requirements.
12. Commitment to WLM's values and understanding of its Christian ethos'.