**Job Title: Specialist Housing Support Worker (Substance Misuse)**

# Responsible to: Team Lead

**Location: Honeybun Community Centre, St Andrews Close Harrow HA1 3GE**

**Hours of work: 37.5 hours – 5 days per week**

**Contract: 3 years subject to continuous funding**

# MAIN PURPOSE

This role sits within EACH’s wider Harrow Housing Related Support Service which incorporates both generic and specialist support and a Housing First service the combined service supports promotes tenancy sustainment and prevents homelessness. The specific purpose of this post is to support those with a history of substance misuse or offending.

It delivers a specialised, high-quality person-centred housing related support service across Harrow to a mixed case load of vulnerable adults living in a variety of tenure, and working with their families and support networks so that they can gain, maintain and sustain their housing and independence. Performing this task in accordance with the respective Service Agreement administered by the local authorities, and providing on-going advice and support within the framework of EACH’s policies and best practice. In Harrow, the post primarily supports service users with a history of substance use and offending.

# MAIN TASKS AND RESPONSIBILITIES:

1. **CLIENT SUPPORT**

* Carry a client case load of 25 – 30 service users and provide a blend of face to face and remote support in a variety of settings including our Harrow based offices, their homes and in community settings such as libraries and cafes.
* Undertake initial and continuous assessment of needs and potential risks and agree levels of support and actions
* Co-produce support plans with service users and implement appropriate support to address the needs of vulnerable families, adults and young people presenting with mental health, substance misuse, offending behaviour and the particular challenges faced by young people and the ability to support them effectively
* Implement delivery of key work, risk assessment and support planning for service users to enable successful recovery and achievement of their personal goals
* Identify and regularly review service user’s needs and support them to access other support services, both within EACH and by referrals to other agencies to address these needs e.g. substance misuse, health, domestic violence, training and employment
* Support service users to independently manage and maximise income by reducing debt, obtaining paid work and entitlement to benefits
* Enable service users to access cultural, leisure & faith activities. work-life activities and establish social networks
* Develop resettle and/or ongoing support options to for service to users to enable them to develop independent living skills
* Equip service users to respond to statutory and legal matters they may encounter in living independently

**2. MULTIDISCIPLINARY INTER-AGENCY WORK AND PARTNERSHIP LIAISON**

* To closely collaborate with the range of agencies referring for service users requiring housing support
* To develop and maintain professional working relationships with external agencies to maintain effective working partnerships in support of service user and service goals
* To publicise and promote our Harrow based housing related support services and attend relevant meetings and inter-agency forums.
* To inform and consult with service users in order to ensure their input to service delivery and actively encourage user participation.

1. **MONITORING AND EVALUATION**

* To maintain records of all work, provide information and statistics in line with the service and EACH’s requirements
* To provide relevant data, as required to enable internal and external reporting and other service management purposes.
* Implement policies and procedures and resolve service failures as they arise.

1. **TRAINING AND DEVELOPMENT**

* To participate in appropriate training courses and other activities intended to increase the post holder’s personal and professional development such as safeguarding or lone working
* To be remain informed of developments in relation to the policy and practice of delivering housing related support
* To engage actively in individual supervision and appraisal.

## ORGANISATIONAL RESPONSIBILITIES

* Actively engage with other team members and work constructively with colleagues and managers in all aspects of the work.
* Conduct all work within statutory responsibilities and within EACH’s policies procedures and professional guidelines e.g. Risk Management, Child Protection, Code of Ethics, Health & Safety and confidentiality policy.
* Share information with professionals / agencies within the boundaries of the Data Protection Act, including GDPR, EACH’s confidentiality policy and any applicable information sharing protocols within the borough.
* Undertake all duties in line with the objectives of the post and any other tasks consistent with the nature and level of the post and as may be required by your line manager.
* Where appropriate, staff may be asked to work at EACH’s projects in the different centres. Staff may also be required to work hours additional to contract hours, for which time off in lieu will be given.

**Job Description Review**

From time to time, this job description will be reviewed in line with the requirements of the organisation.