

**JOB TITLE: Development Worker**

**HOURS : Up to 37hrs per week**

**(A variety of working patterns are available which include day shift,**

**evenings and weekends)**

**SALARY: £20,730 FTE**

**MAIN PURPOSE OF JOB**: Responsible for the delivery of Support Services offered by CATH focusing on vulnerable people throughout Perth & Kinross

**Main Duties and Responsibilities:**

**Service Delivery:**

* Provide an effective needs led service to service users throughout their engagement with CATH, in line with Cath’s policies and procedures
* Deliver an effective early intervention support service to achieve the best possible results
* Build and maintain relationships with complimentary agencies to secure best outcomes for service users and support agencies promoting best practice.

**Resource Management:**

* Create and manage effective professional relationships with local authority staff and other external agencies CATH works in partnership with.
* Maintain a working knowledge of available resources for service users, signposting and referring as necessary

**Casework Management:**

* To work with service users ensuring provision of advice, support, motivation, crisis intervention and future planning where appropriate to the expressed needs of service users
* Lead on regular reviews of service user cases – alongside partner agencies and other CATH services
* Develop positive working relationships with clients in order to facilitate the best possible outcomes and to address issues of social isolation and exclusion
* Work with clients seeking support to assess their needs and identify and work towards individual goals, ensuring an integrated approach towards support
* Record and maintain digital records ensuring support plans are up to date and accurate

**Organisational Responsibilities:**

* Actively participate as a team member, attend both project and whole staff team meetings
* Participate in regular support and supervision
* To contribute to providing cover for absent colleagues
* To be aware of, understand and implement agreed policies, procedures and practice including in the area of Health and Safety at work.
* Work in a way which is supportive of colleagues and ensures their safety and wellbeing
* Undertake other duties as your line manager should require in keeping with the responsibility of the post

**Person Specification**

This describes the ideal person to fill the job and is a profile of the qualifications, knowledge, skills, abilities and personal qualities that will be looked for in the recruitment and selection process.

* Relevant qualification in housing support, social care or appropriate allied discipline (if not obtained at time of application a firm commitment will be required to undertake a course of study to meet the timeline for SSSC registration requirements)
* Full driving licence and access to own transport
* Experience working within housing, vulnerable homeless adults or vulnerable adults affective by homelessness or its associated issues
* Proven experience in key working, care planning and joint working with statutory agencies
* The ability to work with clients who may display challenging behaviour and mental health issues
* An up to date understanding of appropriate legislation, including welfare benefits and housing law
* An ability to represent CATH appropriately at all times, work professionally with external agencies and to promote a service to a wide range of audiences
* Excellent administrative, recording and reporting skills
* Solid IT skills, including competence with word processing, spreadsheets, databases and email, and the ability to learn how to use new IT applications
* Knowledge and understanding of the importance of maintaining confidentiality and professional boundaries
* Knowledge and understanding of the importance of maintaining equal opportunities and how it can be applied within CATH
* Knowledge and understanding of Health and Safety and an ability to manage the associated requirements practically and professionally
* Effective time and workload management