



### **Aberdeen Foyer – Job Profile**

<b>Job Title:</b>	Development Coach Housing (Money & Rent)
<b>Salary:</b>	£21,481- £22,885 (dependent on experience)
<b>Responsible To:</b>	Housing Team Leader
<b>Responsible For:</b>	Skills Coaches, Relief staff, Students, Volunteers as required
<b>Hours per week:</b>	36.25 hours Hours will include some evening and weekend work and unsociable hours
<b>Location:</b>	Trinity Court and working across Aberdeen City as required
<b>Job Purpose:</b>	to support and deliver the services empowers young people to be healthy, confident and socially and economically independent

### **Main Accountabilities**

- To deliver high quality, flexible, inspirational and trauma informed support for young people living within their own tenancies
- To contribute to, and support the operation of, the wider Foyer Housing service
- To provide a person centred and solution focussed programme through collaboration across the Foyer Team services, which builds on young people's strengths and enables them to make informed decisions about where and how they live and are supported
- To be solutions focused, adopting a recovery approach, motivating people to build their confidence, health and resilience; mitigate the effects of mental health and addiction challenges and integrate with their local community engaging in meaningful activities that support personal growth
- To build trusted working relationships with young people and relevant stakeholders as appropriate
- To regularly review the person-centred support plan with each young person to update, record and monitor progress
- To support youth choice, youth voice and self-determination enabling young people to be in control of their own lives and living arrangements
- To be registered as a Housing Support Worker with the SSSC and work in accordance with the National Standards for Housing Support and SSSC Codes of Practise
- Participate fully in all relevant team/other identified meetings

### **Key Responsibilities Tenants**

- To motivate, encourage and inspire tenants to become confident, aware of their aspirations and to develop Personal Action Plans which will enable them to achieve social and economic independence

- Ensure that quality time is made available with Foyer tenants to continuously monitor and review their progress towards achieving goals which are relevant, realistic and achievable through a person-centred solution focussed action planning process
- Empower tenants to achieve independent living skills and the resources required to gain and sustain successful transition to independent living
- Empower tenants to participate in a range of social, recreational and personal development opportunities/activities, including providing advice around antisocial behaviour and being a good neighbour
- Work closely with Universal Credit (UC), Department of Work and Pensions (DWP), Housing Benefits, Personal Independent Payment (PIP) and other relevant agencies to maximise income and develop good money management skills
- Coordinate appropriate external support and opportunities to enable Foyer tenants to achieve the goals they have set themselves
- Assist with rent management and flat inspections ensuring tenants are supported quickly to address any relevant issues
- Assist with final flat turnovers ensuring an efficient and timely turnaround
- Engage tenants in learning which develops understanding and awareness of tenancy rights and responsibilities and assist with mediation where required
- Develop and implement a broad range of individual and group work activities led by young people e.g. music, recycling.
- To gain & expand your knowledge of financial planning tools and processes
- Support Tenants to apply for grants and widen your knowledge of availability
- To carry out other duties as may be required from time to time that are broadly consistent with but are not included in this job description.

<b>Person Specification – Development Coach Money &amp; Rent</b>		<b>Standard E or D*</b>	<b>Assessed via A or I*</b>
<b>Experience</b>			
1.1	Experienced in social work, youth work, community learning and development, health or housing services	E	A/I
<b>Skills and Abilities</b>			
2.1	Ability to listen to and communicate well with young people and others involved in their lives	E	A/I
2.2	Ability to positively challenge young people in a constructive way	E	I
2.3	Skills to build confidence, motivate and encourage young people	E	I
2.4	Skills to motivate and support other staff	E	A/I
2.5	Ability to take responsibility within own remit	E	A/I
2.6	Competent level of IT skills, including but not limited to use of Microsoft Office package	E	A/I
<b>Knowledge</b>			

3.1	Understanding of the ways that young people can be supported to recognise and achieve their ambitions through their skills and talents	E	I
3.2	Understanding the skills required to successfully live independently	E	A/I
3.3	Understanding and knowledge of prevocational, vocational, educational and employability opportunities	E	A/I
3.4	Understanding of mental health and wellbeing	E	A/I
3.5	Awareness of activities which promote positive social interaction	E	A/I
3.6	Working knowledge of future housing options and welfare system	E	A/I
3.7	Working and theoretical understanding of ACE's and the impact of trauma	D	A/I
3.8	Knowledge and understanding of LGBTQ	D	A/I
<b>Commitment</b>			
4.1	Commitment to SSSC code of practice and the aims of Aberdeen Foyer	E	I
4.2	Commitment to person centred working practises	E	A/I
<b>Qualifications</b>			
5.1	Must hold or be working towards a qualification that meets the SSSC registration requirement	E	A/I
<b>Personal Qualities</b>			
6.1	Willingness to be flexible and contribute to a committed, dynamic staff team	E	I
6.2	Be flexible, highly organised, pro-active and capable of building trusted working relationships	E	A/I
<b>Special Conditions</b>			
7.1	Membership of the PVG scheme for Adults is required for this post	E	A/I
7.2	This post requires the post holder to work unsocial hours as required, including on call support service	E	I

E – Essential

D- Desirable

A – Application

I – Interview