

**HOMELESS ACTION RESOURCE PROJECT**  
**JOB DESCRIPTION**

**Job Title:** Support Worker (Training & Support Team)

**Responsible to:** Team Leader (Training & Support Team)

**Main Purpose of the Job:**

- To ensure that all HARP clients who are accommodated in any HARP Hostel are given full support to engage with drug treatment agencies.
- Enable them to retain their tenancies and move onto rehabilitation/independent living.
- To assist delivery of the HARP Meaningful Activities Programmes
- To provide evening and weekend cover at the across all sites in accordance with the Work Rota.

**Duties and Responsibilities:**

1. Ensure that all clients have an accurate fully maintained personal file that is put together in accordance with HARP policy.
2. Ensure that the information in the files is accurate and fully up dated so that it is always available for monitoring and reporting purposes.
3. Ensure that every client has a Full Needs & Risk Assessment, Outcome Star/Action Plan and contact sheet and that these are regularly monitored and up dated.
4. Develop training, education and work opportunities and encouraging and supporting clients to take part. Run meaningful activities groups.
5. Advise clients of their welfare, housing, benefit and legal rights and support and assist them were necessary in obtaining any of the things that they are entitled to.
6. Support and assist clients in obtaining the correct medical, dental and mental health care necessary to maintain a healthy life style.
7. Encourage clients who suffer with substance misuse issues to take steps to deal with these problems and support and them in engaging with the specialist agencies that can offer them treatment.

8. In accordance with the work rota carry out duties at the Night Hostel working with the guest to develop living skills (cooking, laundry & personal hygiene).
9. When required to work in our charity shop alongside clients and volunteers.
10. When required by your duties ensure that you are qualified to drive HARP vehicles in accordance with the HARP Vehicle Policy.
11. Work as part of a team and co-operate fully with all the other HARP services.
12. Attend regular team meetings, supervision session, and quarterly appraisal reviews.
13. Undertake training and attend conferences as appropriate and keep up to date with all legislation and information relevant to the job.
14. Ensure that equal opportunities are an integral part of the service and that it is applied to all our clients.
15. Carry out any other task that may from time to time be determined necessary by your Line Manager.

This is to certify that I have read and understood the contents of this Job Description and that I am willing to adhere to it in all areas of my work.

**Name:**

**Signature:**

**Date:**