



## JOB DESCRIPTION

<b>Job title</b>	Liberty Project Worker Tenancy Support Co-Ordinator (ARC)
<b>Hours</b>	35 hrs Full time. This post may require some evening work and weekend work for which time off in lieu will be taken
<b>Holidays</b>	29 plus bank holidays
<b>Reports to</b>	Liberty Team Leader
<b>Ethos of A Way Out</b>	<p>A Way Out is a charity with a difference.</p> <p>We are an outreach and prevention charity working with the most vulnerable and excluded women, families, and young people. We engage, empower, equip, and enable to prevent further harm, exploitation and life limiting choices and behaviours.</p> <p>A Way Out is not a “three strikes and you are out” agency, but one that works patiently and tirelessly and is motivated to “go the extra mile”.</p> <p>As an organisation based upon Christian values, A Way Out believes in meeting people where they are, building hope and trust, and empowering them towards recovery.</p>
<b>Job Summary</b>	<p>A Way Out’s women’s project consists of an assertive outreach and a recovery program working within a trauma informed and strengths-based approach using a three staged model of engagement.</p> <p>The projects prime focus is on tackling and addressing issues which affect women who sell sex and women who have/are experiencing sexual exploitation and the wide range of associated issues i.e., substance misuse, homelessness, offending, historic trauma, mental health etc.</p> <p>We aim to enable and empower women to make positive choices, improving their safety through harm reduction interventions and supporting them throughout their recovery journey increasing opportunities for access to services.</p> <p>This role is in partnership with Thirteen and Wise Group. A Way Out will deliver support to vulnerable women across Stockton and Middlesbrough to provide the best opportunity possible to lead stable and settled lives by ensuring they maintain and sustain their accommodation and ultimately improve their life prospects.</p> <p>The post holder will offer one to one tenancy related support to vulnerable women with multiple complex needs. They will provide intensive trauma informed interventions for up to 2 years by holding a caseload to assist clients who have experienced exploitation, violence, abuse, and trauma to regain their independence and fully manage their homes.</p> <p>The post holder will be expected to deliver tenancy support interventions ensuring they are implemented in a timely and effective manner. Provide advice and guidance to customers including, community safety, benefit and budgeting advice, domestic abuse support and tenancy management.</p> <p>Provide support to tackle the barriers facing customers in setting up and sustaining their tenancy, including but not limited to, independent living skills, debt, anti-social behavior, tenancy condition, hoarding and domestic abuse. To support clients who are</p>

	<p>experiencing domestic abuse, creating safety plans, and working collaboratively with partner agencies to manage risk and safeguard victims from further victimization.</p> <p>Additionally, the post holder will support the delivery of both day and evening on street Outreach</p> <p>The project includes evening and late-night outreach, daytime outreach, low threshold drop-ins, group work and one to one recovery support, intending to enhance the lifestyles of women, whilst widening their long-term aspirations.</p> <p>It is an Occupational Requirement that application for this post is open to women only, as permitted under Schedule 9, Part 1, of the Equality Act 2010.</p>
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### Key responsibilities and duties

- Assist with the planning and delivery of various project activities including:
  - Drop-ins
  - Evening and late-night detached work
  - Assertive outreach
  - Group work sessions i.e., cooking, sport, life skills
  - Digital engagement
  - Therapeutic Sessions (1:1 and group)
  - Day time Outreach
- Whilst
  - Keeping within set budgets
  - Carrying out any associated risk assessments or health and safety work
  - Safeguarding clients and maintaining professional boundaries and confidentiality
- To provide targeted trauma informed support to clients at most risk of losing their tenancy due to financial issues, tenancy management, safeguarding or anti-social behavior.
- Sensitive to the barriers and support needs of those who have been involved in the criminal justice system and provide a seamless service to support them thrive in their local community.
- To hold a caseload and develop and review client support plans through building effective rapport, complete risk assessments ensuring customer outcomes are delivered and measurable. Provide advocacy support and make referral to other agencies where appropriate.

- Undertake initial service user assessments using relevant screening and assessment tools, to identify and respond to need.
- A key focus will be around client focused delivery, co-production and working flexibly to build resilience, address trauma and improve community integration
- Champion a specified area of team delivery e.g.: housing, domestic abuse, digital engagement, data analysis etc. In this instance it will Housing.
- Monitor, record, and report relevant project information.
- Support the Services Manager and the Team Leader within the project evaluation process, recording project outputs and outcomes and helping to support analysis of data to review, measure and evaluate service delivery effectiveness.
- Supervise, direct, and help support the volunteers allocated to your project.
- Complete client and activity risk assessments to ensure the safety of all clients and team members and safeguarding practices are embedded within working practices to best support those at “risk”.
- Collaboratively complete a safety plan with each client as a key priority as part of our safeguarding practices.
- Keeping up to date with information relating to best practice along with both national and local policy affecting your project area.
- Work proactively with other local and regional organisations (statutory and voluntary sector) to ensure support packages are comprehensive and integrated and that learning is shared operationally and strategically with key stakeholders
- Establish, maintain, and develop good partnership arrangements and relationships with a range of organisations to improve the experiences and journey of vulnerable women with complex needs who have been sexually exploited/involved with sex work.
- Assist with the delivery of A Way Out’s volunteer training program.

**General terms of reference – In carrying out the above duties the post holder will**

- Always work strictly within the guidelines of the organisation's Confidentiality Policy; protecting data of those accessing the service; sharing information to minimise harm and co-ordinate support where necessary and in line with consent where appropriate.
- Adhere to all related policies and practices ensuring that the service is delivered in a professional and safe manner in line with professional boundaries, safeguarding, drug and alcohol policy and other associated policy and procedure guides.
- Take responsibility for fulfilling job description.
- Take an active role in determining professional development needs and agreeing programmes to meet those needs.
- Understand the importance of maintaining healthy and professional boundaries.
- Participate in appraisal, training, and supervision processes.
- Ensure the implementation of all A Way-Out policy including Safeguarding and Health & Safety
- Keep abreast of relevant developments, legislation changes and practices.
- Undertake other duties appropriate to the grade of the post.

*This job profile is not a definitive list of responsibilities but identifies the key components of the role. The specific objectives of the post holder will be subject to review as part of performance review process.*