

**Job Description**

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| **Job Title** | Short-term Housing Support Worker (STHS) |
| **Location** | New Volunteer House, Kirkcaldy |
| **Responsible To** | Lead (Short-term Housing Support) |
| **Terms and Conditions** | Hours: 36 (Monday to Friday 9-5pm)Salary: £24,598Probationary Period: 25% Contract TermContract: Fixed Term Temporary – Up to 31st March 2026 (with extension in line with funding renewal) |
| **Post Purpose** | The Short-term Housing Support (STHS) Worker role is responsible to the Lead for Short-term Housing Support for delivering STHS as set out in practice guidance. Those in this role are expected to facilitate and assist people using strength based approaches. Understanding an individual’s unique position, the skills they have and the opportunities they choose is essential. Short-term housing support must be carried out under FLF policies and procedures and to the standards set out by the CI and SSSC. |
| **Team Purpose** | The overall aim of Frontline Fife Homelessness Services is to end homelessness across Fife by taking preventative action and through assisting people to choose the life they aspire to. Our team endeavours to promote self-valuing and wellbeing for all. |
| **Duties/Responsibilities Specific** | **Short-term Housing Support Delivery*** Work under the Lead for Short-term Housing Support to confirm appropriateness of referrals and assess individual risks and vulnerabilities.
* Support individuals to identify and achieve their personal goals and aspirations using person-centred and trauma aware practices.
* Apply safer working practices when supporting people with different needs and assets (complex through to low level support) and apply protection procedures to keep people safe.
* Write and maintain up to date records which accurately evidence continuous engagement and people’s achievements.
* Assure satisfaction and trust in Frontline Fife’s services are maintained through seeking continuous feedback as per FLF’s complaints policy.
* Work to FLF’s policies and procedures and within professional boundaries.
* Evidence achieving targets and other compliance requirements through value based practices.

**Team working*** Actively support cross team working to sustain service delivery and uphold safeguarding and quality assurance practices.
* Work to promote positive feedback and success and share better practice.
* Foster interagency working and work to build community cohesion.

**Learning and development*** Be responsible for one's own continuous professional learning through training and development opportunities, and reflective practice.
* Develop verbal communication (and other) skills which promote effective engagement.
* Employees governed by the SSSC Code of Conduct must comply with these standards and ensure that their registration (Fitness to Practice) is evidenced and maintained under the specification set out by the SSSC.

NB All staff have a duty to protect supported individuals from abuse and to report any concerns immediately to their line manager or other management staff and to work in accordance with the Protection of Vulnerable Groups (Scotland) Act 2007 and Data Protection/GDPR legislation. |
|  | **This job description must be read in conjunction with the general requirements of Frontline Fife’s Policies, Procedures and Performance Appraisal System, and the Standards set by appropriate Regulating Bodies.****Frontline Fife is an equal opportunities employer.** |



**Person Specification**

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| **Attributes** | **Essential** | **Desirable** | **Assessment** |
| **Experience** | * Experience working in a ‘client facing’ role within housing, health or social care
 | Experience of working with challenging behaviours | Application, Interview, References |
| **Education, Qualifications & Training** | * As a minimum SVQ2 in a relevant field which meets SSSC requirements for housing support or evidence of formally working towards completing an SVQ2.
* Have or demonstrate commitment to registration under the SSSC Fitness to Practice scheme within the specified period
* H&S Awareness and Safeguarding Training
 | Strength based trainingEquality and Diversity Registration under SSSC Fitness to Practice for housing support | Application |
| **Skills, Abilities & Knowledge** | * Knowledge of Homelessness and its impact on indviduals and communities
* Knowledge and application of strength based approaches
* Knowledge and skills in reflective practice
* Evidence of supporting people
* Ability to work within professional boundaries
* Ability to actively listen, collaborate with others and empower people to make informed choices and manage risks
* Willingness to independently seek out objective formal information to support practice
* Ability to write accurate case notes
* Full Valid Driving License and access to own transport (with business insurance) or otherwise be able to travel throughout Fife
* Ability to manage one's own and other’s emotions.
* Ability and willingness to proactively contribute and participate in supervision, training, and personal development planning
 | Active listening skillsSkills in strength based practiceKnowledge and experience of coproduction and/or motivational techniquesUnderstanding of risks and supporting vulnerable groups | Application,Interview, References |
| **Interpersonal & Communication Skills** | * Ability to explain formal procedures and instructions to give guidance and enable people to make informed decisions
* Ability to consider different points of views
* Ability and willingness to deal with conflict head on and give way to open supportive conversations
 |  | Application, Interview, References |
| **Value Base** | * Commitment to the principles and practice of continuous improvement
* A belief and evidence of working to the values underpinning social inclusion, dignity and respect
* Willingness to challenge the status quo in a positive manner
 |  | Application, Interview, References |