



JOB DESCRIPTION

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| JOB TITLE: | Personal Navigator, Building Better Opportunities: Opportunity and Change |
| LOCATION: | Across Derventio Housing Trust's offices and project locations |
| ACCOUNTABLE TO: | Building Better Opportunities Coordinator |

All contracts are based on a 40 hour week (pro rata + or -)

This role will require you to undertake a Disclosure and Barring Service (DBS) check and disclose information which would otherwise be considered "spent" under the provision of the Rehabilitations of Offenders Act 1974.

You must be prepared to wear an ID Badge and Security Tag.

JOB PURPOSE

The Personal Navigator will provide casework support to help address the multiple and complex needs of vulnerable adults in Derbyshire.

The job is not completely autonomous as it reports to the BBO Coordinator, but the post holder will have a significant degree of freedom and latitude for decision making in the control and management of their operational work.

Building Better opportunities is funded by the European Social Fund and The National Lottery Community Fund until 31 March 2023.

The post holder will solely work on the Building Better Opportunities, Opportunity and Change programme.

Key Performance Indicators

- To be determined.

DUTIES AND RESPONSIBILITIES OF THE POST

- To engage with the local community and other support agencies to promote the service and recruit referrals to the programme.
- To create and manage a 'change plan' to achieve individual goals and targets.
- Support individuals to address their complex needs through case working, signposting to appropriate support services and supporting the participant to attend interventions.
- Support participants to engage in education, training and learning by referring to the in-programme training sessions and/or external training opportunities.
- Support participants to engage in active job search and a range of employability focused activities.
- Support participants to apply for and gain paid employment.

7. Promote a “no blame” and “can do” culture.
8. Continuously explore and champion opportunities for improvement and challenge the status quo.
9. Promote a climate of equality for all.
10. Maintain organisational, client and colleague confidentiality.
11. Be honest and transparent at all times.
12. Be familiar with and demonstrate adherence to company’s organisational and service specific Policies and Procedures.
13. Adhere to the company’s Code of Conduct.
14. To understand and actively promote the company’s values.
15. Identify your own development needs and actively seek opportunities to expand your knowledge, skill and experience to meet the developing needs of the service. Actively participate in the development of others.
16. Attend regular team meetings and supervision with line manager.
17. Be a positive force within your team taking personal responsibility for maintaining good working relationships, and contributing to maintaining high levels of morale through your own actions and behaviors.
18. To adhere to the company’s financial regulations, standing orders, policies and procedures, in particular: Health & Safety, Confidentiality, Data Protection, Professional Boundaries and Customer Care.

Carry out any other reasonable duties within the overall function, commensurate with the level of responsibility of the post. For operational reasons, we also reserve the right to transfer you to alternative duties. For this reason, it is a condition of employment that you are willing to do so, if requested.

DEVELOPMENT AND TRAINING

To respond positively to new and alternative systems, undertake training and development activities as identified.

HEALTH & SAFETY

To comply with relevant health and safety legislation, policies and procedures in the performance of the duties and responsibilities of the post.

EQUALITY & DIVERSITY

To support, promote & comply with the Company’s Equality & Diversity policies in the performance of the duties and responsibilities of the post.

CONFIDENTIALITY & DATA PROTECTION

The Company requires all employees to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence. All employees are subject to the Data Protection Act 2018/ UK GDPR.

PROFESSIONAL BOUNDARIES

To comply with the Company's Professional Boundaries policy and maintain professional boundaries at all times in relation to clients/residents, employees and other organisations/people that we work with in the performance of the duties and responsibilities of the post.

SAFEGUARDING

As part of my wider duties and responsibilities I am required to promote and actively support the Company's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

AGREEMENT OF JOB DESCRIPTION

I understand and accept the job duties and responsibilities as contained in the Job Description.
Sign _____ Date _____