

OXFORDSHIRE MIND

HOUSING LOCUM (CASUAL) WORKER

HOURS:	Arranged with individual house managers. We make no guarantee of work to people on the locum list and individuals on the list are under no obligation to accept work which if offered.
HOURLY RATE:	£8.50
PROBATIONARY PERIOD:	All new locums are expected to successfully complete a probationary period of 10 sessions.
ACCOUNTABLE TO:	Housing Services Manager, Oxfordshire Mind. Team Housing Managers, Oxfordshire Mind Housing Managers of individual projects.
BASE:	Frideswide Project, 35-39 Cowley Road, Oxford OX4 1HP Micklewood House, 331 Cowley Road, Oxford OX4 2AQ East Oxford Houses, 19a Regent Street, Oxford OX4 1QU The Garden Office, 266 Iffley Road, Oxford OX4 4AA Temple Cowley Project, 213 Barns Road, Oxford OX4 3UT

ABOUT THE LOCUM LIST

The Oxfordshire Mind Housing Locum List is a list of workers who may be available to work in Mind Housing services. Oxfordshire Mind makes no guarantee of work to people on the locum list and people on the locum list are under no obligation to accept work which is offered.

BACKGROUND ON MIND HOUSING

Oxfordshire Mind was set up in 1967 and in almost 40 years has grown to be a sizeable voluntary organisation providing a network of day services throughout the county and support for over 50 people from our Housing Team in Oxford. The housing team is split into two teams which work in hostel like houses and provide visiting support respectively

PURPOSE OF WORK

Mind housing requires suitably able and skilled people to use to cover staff absences or where extra staffing is required. Working in conjunction with House Managers and taking direction from them, housing locums are expected to assist in the day to day smooth running of our services. Housing locums are not expected to completely duplicate the work of a house manager and consequently will not be asked to fill key roles such as keyworking and representing Mind Housing at external meetings. Housing locums are not expected to manage other staff or to take primary responsibility in everyday areas such as health and safety, resident risk and financial matters. Housing locums supplement existing staff.

RESPONSIBILITIES WHEN AT WORK

1. To act as appropriately directed by house managers at the service.
2. To act according to Oxfordshire Mind policy and procedure.
3. To offer housing related support to residents on an individual basis according to need and with special regard for their mental health.
4. To attend and facilitate residents' house meetings.
5. To ensure the accommodation is kept safe and to a good standard.
6. To carry out practical tasks such as:
 - collecting rent from residents and recording appropriately.
 - Keeping records of client contact.
 - Submitting bills for payment to the administration worker at the housing office.
 - Facilitating and organising the carrying out of repairs and required redecoration.
7. To support house managers in ensuring residents' tenancy commitments are met.
8. To support residents appropriately according to the values of service user involvement, protection from abuse and basic human rights.
9. To maintain confidentiality at all times and to ensure proper observation of Mind's confidentiality policy.
10. To attend regular supervision sessions.

SUPERVISION AND SUPPORT

Each locum will have a designated house manager who will provide supervision sessions.

Each locum will also have access to a Team Manager who manages the House Manager as extra support.

Locums are entitled to attend Mind Network training but their time will not be paid for. Some additional training can be available with agreement with an appropriate Team Manager in exceptional circumstances.

Housing Locums are welcome to attend the monthly staff support sessions in their own time.

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PERSON SPECIFICATION / SELECTION CRITERIA

Essential Criteria

1. Appropriate experience of working with vulnerable people in a residential setting in a voluntary or paid capacity.
2. Awareness of the issues which face people with enduring mental health needs living in the community.
3. Demonstrated ability to form appropriate and strong working relationships with service users and staff alike.
4. Ability to learn about appropriate benefits such as Housing Benefit, Incapacity Benefit and Disability Living Allowance.
5. Resilience and the ability to manage difficult situations involving risk.
6. Team working and personal initiative.
7. Good literacy and numeracy skills.
8. Familiarity with basic computer packages.
9. Commitment to Mind policy and ethos.
10. Commitment to equal opportunities.

Desirable Criteria

11. Experience of common mental health needs appropriate to the client group.
12. Knowledge of state benefits.

IMPORTANT: You should structure your '**Supporting Statement**' by addressing each of the points in the person specification, detailing how you meet each point. The short-listing panel will not make any assumptions about your skills and experience; you need to tell us about them on the form. You are welcome to type up any part of your application form and insert it in the relevant places. CV's **will not** be accepted.