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| **Job Description** | |
| **Job Title:** | **Community Warden (Casual)** |
| **Section:** | **Housing and Innovation** |
| **Reports to:** | **ASB and Safeguarding Manager** |
| **Responsible for** | **Supporting the service area in the reduction of anti-social behaviour and enhancing community engagement** |
| **Salary** | **£9.97 (4-25 hours per week)** |
| **Location** | **Oxfordshire** |
| **Main Purpose of Job** | |
| 1. **To support the service area in the reduction, investigation, and the effective management of anti-social behaviour within our communities** 2. **To support the service area in delivering an effective housing-management function within our communities** 3. **To lead on community engagement project work to support the aims and objectives of the service area** | |
| **Principal Accountabilities** | |
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| **To lead on work that enables Homeless Oxfordshire to address the challenges it faces in the sector to manage Anti-Social Behaviour and support positive relationships within neighborhood’s.**  **To support the service area in the reduction of ASB through evidence gathering and acting as a professional witness**  **To attend court in eviction and Anti-Social Behaviour cases, acting as a professional witness where required**  **To work with solicitors, police, and partner agencies to ensure the successful management of the case.**  **To carry out welfare visits to vulnerable clients and report any safeguarding concerns to the ASB and Safeguarding Manager**  **To advise and educate clients in respect to behaviour change, health and safety, waste and recycling, and other issues in relation to tenancy sustainment.**  **To represent Homeless Oxfordshire and liaise with other external agencies and professionals as appropriate.**  **To assess and manage risk for individuals and in the service, reporting safeguarding concerns to the team and Team Manager in line with procedures.**  **Be aware of relevant legislation changes for housing, support and care.**  **To ensure that Homeless Oxfordshire’s Equal Opportunities Policies are complied with and promoted in carrying out duties of the post.**  **To undertake any other duties that can be reasonably required to meet the operational needs of Homeless Oxfordshire Ltd.**  **The work of Homeless Oxfordshire requires a commitment to work across the whole organisation with other services and departments as appropriate.** | |

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| Safeguarding Statement |
| Homeless Oxfordshire is committed to safeguarding all vulnerable adults, children and young people that come into contact with our services. We believe that all vulnerable adults, children, and young people have an equal right to protection from abuse, regardless of their age, race, religion, ability, gender, language, background or sexual identity and consider the wellbeing of the vulnerable adult, child or young person is paramount.  We will take every reasonable step to ensure that vulnerable adults, children, and young people are protected where our staff and other colleagues are involved in the delivery of our work. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.  We expect everyone (staff, board, associates, volunteers, and anyone working on behalf of the Company) to have read, understood and adhere to this policy and related procedures. |

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| Health and Safety Statement |
| Under the Health & Safety at Work Act you have to ensure the Health & Safety of yourself and others who may be affected by what you do or fail to do. This includes colleagues, clients, public and contractors. The Act applies to all work activities and premises and everyone at work has responsibilities under it. You must co-operate with any workplace Risk Assessments and draw any perceived problems to the attention of your line manager.  In addition to the general obligations of all employees under the Health & Safety at Work Act, you have a duty to undertake periodical review and Risk Assessments of your operational areas as it affects staff, clients, public and contractors.  The Risk Assessment includes all aspects of your responsibilities as covered by legislation. These Risk Assessments will be recorded and identified problems dealt within appropriate time scales. Records to be maintained of all work undertaken which is a requirement of Health & Safety Law. |

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| ***This job description accurately reflects the requirements of the job at the time of writing but may be subject to change from time to time to meet the changing needs of Homeless Oxfordshire.*** |

**Person Specification – Community Warden**

We want the post holder to be able to demonstrate the following competences to a high level and want to use these to the full in their work. This is more important than having a great deal of direct experience of the job content, and we will be looking for evidence of all the following key competences during the selection process, if you are shortlisted (please see attached grid for further details).

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| * Adaptability and personal responsibility * Client and customer focus * Managing relationships and partnership working * Application of knowledge, managing systems and problem solving | * Self-awareness and personal development * Respect for all * Leadership and Management * Organisational Awareness |

### ESSENTIAL CRITERIA

## Knowledge

* A good understanding (or a willingness to learn) of anti-social behaviour case management and the legal toolkit.
* A good understanding (or a willingness to learn) of housing-related issues such as anti-social behaviour and tenancy sustainment.
* A good understanding of the needs of homeless people
* A good understanding of victimisation
* A good understanding of community engagement and partnership working.
* A commitment to, and an understanding of, policies to prevent discrimination and harassment on grounds of gender, race, age, sexuality, or any other unfair reason.

**Skills and Abilities**

* Excellent verbal and written communication skills.
* Ability to keep comprehensive case files and notes.
* Ability to deal with challenging behaviour and motivate clients.
* Ability to produce letters and reports using Microsoft Word, and to store/retrieve information on a computer database.
* Ability to work effectively as part of a team.
* Commitment to the Values and Objectives of Homeless Oxfordshire Ltd
* Personal resilience with a problem-solving approach to complex needs clients

**DESIRABLE CRITERIA**

* Knowledge of homelessness in Oxfordshire
* Experience or training/education in related fields. i.e., policing, social work, counselling, advice work, mental health, etc.
* An understanding of housing and the criminal justice system
* An understanding of victimisation and reoffending
* Experience of delivering housing related services within our communities.
* Experience of giving advice and support to vulnerable people.
* Experience of public speaking and/or community engagement



