**JOB DESCRIPTION – Lighthouse Homes**

**Job Title:** Project Worker

**Reporting to:** Project Manager

The main purpose of the job is:

* To ensure the health, safety, security and operational ability of the building and its residents.
* To work effectively as part of a team to achieve this.

***Placement Assessment.***

* You will be involved in the selection process that identifies individuals suitable for a place at the Lighthouse. This involves responsibility for applications, assessment interviews and the issues of occupancy offers, at all times ensuring that good practice and equality of opportunity is observed.
* Maintain waiting lists and ensure maximum occupancy.
* Inspect empty rooms and specify to manager repair works and/or cleaning to be carried out.

***Rent collection, Accounting and arrears recover.***

* Where required collect, record and issue receipts for service charges.
* Monitor payment of rent and service charges.
* Fill in housing benefit forms and relevant tenancy forms for new residents.
* Provide general advice to occupants regarding benefit entitlement.
* Work with residents to ensure prompt payment of rent and minimise the risk of arrears.

***Responsive, major and cyclical repairs.***

* Inspection of property and reporting of day-to-day repairs to manager.
* Ensure agreed repairs and maintenance are carried out promptly and to a high standard.

***Estate management.***

* Ensure that the house and surrounding area is kept in a clean and tidy condition (inside and out).
* Patrol the house and surrounding area, discouraging crime and antisocial behaviour.
* Ensure that fire and other equipment is regularly serviced, tested and complies with health and safety requirements.
* Ensure the property is maintained in a secure condition, conducting regular checks on the property and undertaking and securing outside doors.

***Occupancy management.***

* Ensure occupants understand their occupancy agreement, their rights and obligations.
* Ensure occupants comply with the terms of their occupancy.
* Ensure all breaches of the occupancy are investigated and appropriate action taken.
* Assist with the administration and maintenance of occupancy agreements providing information and advice on issues as they arise.
* Action cases where an eviction/termination notice is proposed against an occupant.

***Occupant participation.***

* Consult with occupants and actively advance occupants meetings, encouraging participation in decision making processes that affect the running of the property.
* Encourage and assist occupant participation, consultation and ensure they play a part in the smooth running of the property.

***Tenancy Support.***

To provide support to residents as appropriate by:

* Welfare checks i.e. checking on occupants during the day in their accommodation.
* Spending time with residents in structured one to one sessions, assessing, reviewing and reporting the progress made.
* Encourage social interaction such as:

***Ensuring the spiritual needs of the residents are met and that the Christian ethos of the project is maintained.***