



Job Title: Homeless Service Coordinator
Reporting to: Homeless Service Manager
Direct Reports: 2

Job Band: Band 5
Size of Team: 102

To be responsible for the overall organisation of the services to be delivered to homeless and vulnerably housed clients from the Mobile Treatment Centre and other venues as agreed. To recruit, support and manage a team of nurse-led volunteers to carry out the services at all venues.

Key Responsibilities

- Be responsible for the coordination and delivery of primary health care, first aid, support and advocacy services for homeless and vulnerably housed clients from the Mobile Treatment Centre and other venues as agreed.
- Be proactive in identifying unmet local primary health care needs of the client group and to contribute in the development of proposals to address these.
- Work with clients to ensure their involvement in service delivery and development.
- Recruit, support and manage a team of volunteers to deliver the service at all venues. To ensure that the service is adequately covered on each shift and to provide emergency cover where necessary.
- Liaise with relevant local and national forums, maintaining links with other local agencies and to identify opportunities to improve the service and work jointly with other service providers.
- Deliver presentations on the Brighton Homeless Service to outside agencies as agreed with the Homeless Service Manager.
- Produce reports for the Homeless Service Manager in relation to service monitoring and volunteer activity.
- Carry out appropriate publicity as agreed with the Homeless Service Manager in accordance with St John Ambulance policy.
- Provide emergency telephone cover in the absence of the Hastings Homeless Service Coordinator.
- Attend meetings and undertake outreach work outside office hours.
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

You will

- Be able to work on your own initiative
- Have willingness to learn and adapt new skills



BE PART OF A LIFE SAVING TEAM



Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE level or equivalent (Grade C) inc Maths & English	✓	
First aid qualification		✓
Full UK manual driving licence with category C		✓
Preparing to teach in the Lifelong Learning Sector (PTLLS) or equivalent or willingness to achieve within six months of appointment	✓	
Experience		
Experience of working within community projects	✓	
Experience of working in the voluntary sector	✓	
Experience of working with vulnerable people	✓	
Training skills and experience		✓
Skills, knowledge and abilities		
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
Ability to use Microsoft® applications at intermediate level	✓	
Excellent written and verbal communication skills including report writing	✓	
Understanding of healthcare needs and issues associated with homelessness.	✓	
Ability to assess resources and people	✓	
Ability to monitor, evaluate and analyse data and present in report format	✓	

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: MB

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