

## Hope into Action Reading

### Church and Tenant Empowerment Worker Job Description

<b>Job title:</b>	Church & Tenant Empowerment Worker
<b>Responsible to:</b>	Franchise Manager
<b>Internal working relationships:</b>	Hope into Action Reading team including Franchise Manager, other Empowerment Workers, trustees and volunteers Partner Church congregation and volunteers Hope into Action UK Support Centre staff Wider Hope into Action network
<b>External working relationships:</b>	Local Authority Referring agencies Supporting agencies Wider church

### Job Purpose

#### Tenant Empowerment

- To support, empower and lead tenant journeys, starting with referral and finishing with move-on
- To ensure tenants are fully aware of the rules, boundaries and consequences of their actions
- To encourage tenants to manage their tenancies and build positive relationships
- To give advice and signpost to other agencies when necessary
- To work alone when necessary, in accordance with our Lone Working Policy
- Conduct, report and update tenant Risk Reduction Plans and Personal Development Plans

#### Partner Church Empowerment

- To be a strong Christian witness and presence with all you work with
- To keep Partner Church volunteers enthused and equipped for their roles
- To support Partner Church volunteers to fulfil their roles
- To keep the Partner Church informed and keep the project in the congregation's prayers
- To assist with seeking opportunities to get new Churches into partnership
- To pray with the Partner Church and Partner Church volunteers

### Main Tasks

#### Spiritual

- Devote time in prayer to tenants, Partner Church, and Hope into Action.
- Partake and lead in prayer sessions when required
- Contribute to Partner Church newsletters and prayer updates
- Share ideas with Franchise Manager for wider prayer/church awareness
- Work with the Franchise Manager to plan personal spiritual retreat days

#### Administrative

- Lead the assessment and referral process of potential tenants
- Lead the case work for each tenant
- Complete relevant paperwork as you journey alongside tenants and Partner Church volunteers
- Make guided decisions around disciplinary measures required for tenants
- Keep relevant paperwork and files up to date and compliant with relevant legislation

## Empowerment

- Empower tenants to reach their full potential and to successfully move on from our house
- Meet and maintain house occupancy levels and understand house finances
- Ensure that all tenants meet their financial obligations to Hope into Action Reading
- Produce casework notes for all tenants
- Be the main source of advocacy for all tenants
- Liaise between organisations to ensure that tenants do not miss crucial appointments
- Support Partner Church volunteers
- Lead on communication between Partner Church volunteers and Hope into Action Reading
- Attend tenant casework review meetings and staff supervision meetings

## Other

- Maintain and strengthen current systems offering suggestions for improvement where required
- Attend away days, spiritual retreats, Zoom and Teams meetings, training days and other events
- Identify training opportunities for yourself
- Assist with other work, events or situations as needed.
- Be responsible for booking holiday entitlement and TOIL accrued