



Student Placement Opportunities 2019/2020

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Contents:

- IHM Calderdale
- IT Head Office, Bradford
- ST@Y Millhaven
- STARS Kirklees
- ST@Y in Grattan and Boldshay
- New Communities, Bradford
- Group Living Services – Bradford
- Homeless Outreach, Bradford
- HHTC, Bradford
- BRICSS, Bradford
- HIPS, Huddersfield
- YPASS Halifax
- New start Calderdale
- Craven Homeless Hub
- Community Support Agency



Intensive Housing Management – Calderdale

What we do

Intensive Housing Management (IHM) provides accommodation for people who have support needs and may find it difficult to access mainstream housing. The accommodation is based in Halifax town centre.

All accommodation is self-contained and fully furnished, including white goods. Housing management staff are available throughout the day, Monday to Friday, 9am-5pm. Night security staff are on site at some of our properties.

You must be 18 or over to be eligible for the service, which provides accommodation for single people, couples or families with one or more children. Teenage parents are also considered.

You must have support in place before an offer of accommodation can be made, however, we may be able to assist you to find this support.

IHM provides short to medium term accommodation, typically less than two years. We will support tenants to move on to longer-term independent living.

Placement is Monday to Friday 9 to 5

A car is needed for this placement

What you'll do with us:

- Processing referrals
- Conducting interviews
- Completing tenancy sign ups
- Competing tenant case notes
- Managing tenant relations, including disputes and nuisance issues
- Using IHM paperwork in conjunction with Castleton
- Supporting or leading with Client involvement
- Turning around voids
- Void management
- Manage own number of property's

There will be an interview for this placement.



IT Placement

What we do

Provide quality housing, support and training to promote social justice and equal access through the provision of a range of personalised housing-related support and training services designed to deliver self-esteem, respect and independence to people who are disadvantaged by housing and social circumstances, discrimination, financial exclusion and other forms of social need.

Placement is Monday to Friday 9 to 5

A Car is not needed for this role

What you'll do with us:

- Technical support for all employees in the Microsoft Office suite and operating systems throughout the organisation.
- Technical support to head office and schemes: troubleshooting and resolution of basic technical difficulties (software and hardware).
- Hardware and software maintenance: to ensure that the systems in place operate efficiently and effectively throughout all schemes.
- Software audit: To ensure that all software installed is correctly licensed.
- Security of equipment (hardware and software)
- Undertaking an IT skills audit of staff members and facilitate training to an established organisation standard.
- Maintenance of all IT users within the organisation and a secure record of individual passwords and access rights.
- Ensuring that all systems in use in the organisation are fully and accurately documented at all times.

There will be an interview for his placement.



STAY in Millhaven

What we do

STAY in Millhaven offers accommodation and housing-related support for people with multiple or complex needs who are homeless or at risk of becoming homeless.

Our Millhaven hostel in Bradford is for **women only** and has 20 units of accommodation. Each flat is self-contained and support is available 24/7.

We also have properties in Bradford and Shipley which are available for men and women. Accommodation includes one bedroom self-contained flats and self-contained bedsits. There is a lower level of staffing for these units, but support is available 24/7.

All units are fully furnished and equipped and have laundry facilities.

Please note: The visiting service is for men and women, aged 16 and over, with or without children. The service is aimed at vulnerable people with high levels of need. For example, who may have problems with drugs or alcohol, mental health issues or offending behaviour. The Millhaven HOSTEL service is for **WOMEN ONLY**.

You do not have to have a recognised diagnosis of a mental health condition or a specific disability, but you may have experienced periods of homelessness or have an unsettled lifestyle which puts you at risk of homelessness.

While staying at Millhaven, you will get support to live independently and move on to longer term accommodation.

Placement is Monday to Friday 9 to 5

A Car would be beneficial for this role

What you'll do with us:

- General office and administration duties: sending and receiving emails, taking messages and recording information.
- Shadowing initial assessments with a view to carrying out the role
- Shadowing Key Working Sessions with a view to taking lead on a small caseload.
- Using our internal system to report repairs, complete move ins and outs, voids process.
- Voids also include the cleaning and setting up of the property for a new client Supporting clients with telephone calls and/or applications.
- Supporting residents to appointments, signposting clients
- Any other duties that are reasonably required.

There will be an interview for this placement.



Substance, Tenancy & Resettlement Service (STARS)

What we do

STARS provides temporary accommodation and a support service for single, homeless people (aged 16 and over) in recovery from alcohol or drug use. We have 15 self-contained single person properties in various locations across Calderdale and Kirklees.

Each resident has their own bedroom, living room, kitchen and bathroom; some properties have a study space. All properties are fully furnished and equipped.

The service is available Monday to Friday, 9am – 5pm. Support workers visit the properties twice a week (depending on the clients' needs) and offer housing-related support. Staff work with residents to develop independent living skills, find move-on accommodation and support with accessing drug or alcohol treatment programmes.

Residents moving on from the service are expected to maintain an independent, substance free, positive lifestyle.

The office is based in Huddersfield

Placement is Monday to Friday 9 to 5

A Car and business insurance is needed for this role

What you'll do with us:

- Support the team to do home visits and keep client records up-to-date
- Support the team to carry out housing assessments and completed paperwork that goes with an assessment
- Support clients with day to day activities such as appointments
- Support clients to be involved in Horton's client involvement activities
- Support clients with substance issues
- Support client to access permanent housing
- Support clients to move on into their own accommodation

STARS is a small service and therefore we want our students to gain as much knowledge and experience as possible in that we do, so above is only a guidance

There will be an interview for this placement.



STAY in Grattan and Boldshay

What we do

STAY in Grattan offers accommodation and housing-related support for people with multiple or complex needs who are homeless or at risk of becoming homeless.

The hostel in Bradford has 23 units of accommodation which are for men and women. Each flat is self-contained and support is available 24/7.

We also have properties in Bradford, Shipley and Keighley which are available for men and women. There is a lower level of staffing for these units, but support is available 24/7. All units are fully furnished and equipped and have laundry facilities.

The service is for men and women, aged 16 and over, with or without children. The service is aimed at vulnerable people with high levels of need. For example, you may have problems with drugs or alcohol, mental health issues or offending behaviour.

You do not have to have a recognised diagnosis of a mental health condition or a specific disability, but you may have experienced periods of homelessness or have an unsettled lifestyle which puts you at risk of homelessness.

You will get support to live independently and to prevent you from becoming homeless. STAY in Grattan is part of the STAY Multiple Needs Service.

Placement is Monday to Friday 9 to 5

A Car is not needed for this role

What you'll do with us:

You will get the whole housing experience with us. You will shadow staff and then take the lead on:

- Processing referral information – liaising with other services
- Booking assessments – completing our needs and risk assessment – processing assessment information
- Complete support plans and risk contingency plans to a high standard
- Support clients around housing related support
- Refer clients to other housing providers
- Meet with clients to complete weekly support sessions
- Deal with arrears
- Voids – cleaning and setting up of empty properties
- Participate in client involvement exercises
- Be part of a supportive team

There will be an interview for this placement.



New Communities

What we do:

A partnership approach, working with Bradford Council and Bevan Healthcare CIC, to provide housing, healthcare and wrap-around support to help refugees settle into their new life in the UK.

The resettlement programmes we manage offer humanitarian protection and prioritise help for survivors of torture and violence, women and children at risk, and those in need of medical care.

Clients receive support for up to 12 months to settle into the UK. This includes:

- Housing-related support (e.g. help to manage a tenancy, set up bills)
- Health screening
- ESOL (English for Speakers of Other Languages) assessments
- Education assessments
- Individual needs assessments to develop support and integration plans
- Community engagement
- Welfare benefits advice
- Support into employment and Job Search advice.
- Drop in support after first 12 months

The placements time will be split between the 3 teams that make up this service property, GPP and VPRS/VCRS clients.

Placement is Monday to Friday 9 to 5

A Car is not needed for this role

What you'll do with us

Property:

- Sourcing
- Viewings
- Meeting landlords
- Placing furniture orders
- Preparing properties (cleaning, making beds etc.)

GPP and VPRS/VCRS:

- Meet and greet families at airport
- Taking newly arrived families to their property
- Shadowing support workers on home visits
- Attending GP/Job centre appointments etc.

There will be an interview for this placement.



Group Living Service – unaccompanied asylum seekers

What we do

Our Group Living Services in Bradford offer residential support for young people who are leaving care or in need of accommodation or are unaccompanied asylum seekers aged between 16 and 18 years old.

We have three properties in Bradford which are staffed 24/7. Young people have their own rooms or self-contained flat and shared facilities including lounge, laundry and garden. All accommodation is fully furnished.

The aim of the service is to provide short-term accommodation and support to young people to help them develop independent living skills.

Clients are supported to move on to longer-term accommodation and can get help with a range of issues such as tenancy management, money management, education and training, drug and alcohol problems and managing physical and mental health.

The placement is Monday to Friday 9 to 5

A car with business insurance would be an advantage

What you'll do with us:

- supporting the young people with their day to day duties
- Assisting them with registering with the GP, booking appointments
- Support to attend appointments
- Follow up tasks agreed in their support plan
- Assist with skills development around budgeting, own tenancy and cooking so they can live independently
- Be given a small case load
- Use our own internal recording systems for client's files
- Complete risk assessments
- You may ask to do some domestic duties.

You will gain experience and learn from other professionals that are working with the young people like GP, social worker, college teacher, LAC nurse.

There will be an interview for this placement.



Bradford Homeless Outreach Hub

What we do

A small team working with rough sleepers and those who are at risk of becoming rough sleepers to ensure sustainable and suitable housing. Working with the most entrenched rough sleepers who struggle to access mainstream housing, providing holistic support to prevent the revolving door of homelessness.

We work with clients with various support needs including substance misuse, physical health issues, and mental health and immigration issues. Our role is to identify an appropriate route away from the street and this may take the form of Supported Housing, Private Rented Accommodation, Detox and Rehab or support to return to their home country.

The placement is Monday to Friday 9 to 5 but some flexibility needed for outreach work.

A car with business insurance would be an advantage

What you'll do with us:

- Assist with basic administration duties – answering the phone, photocopying
- Speaking to people face to face in a safe public environment (or accompanied if home visiting), signposting to other services in the area
- Working with our outreach workers and support with navigation and signposting, client assessments and recording contacts on our database
- Supporting clients into accommodation
- Outreach work with paid staff.

Although it is a very small team they are very hands on going out into Bradford to engage with rough sleepers and other agencies.

There will be an interview for this placement.



Horton Housing Training Centre

What we do

Horton Housing Training Centre is available for clients aged 16+ who need to access employment, training and educational courses.

We provide a service to people who may have been excluded from school or other services in the past or are experiencing problems, including substance and alcohol misuse, homelessness or mental health problems.

Tutors deliver non-accredited courses such as Personal Development, Confidence Building, Assertiveness, Communication for Employment and Tenancy Ready Training.

We are open every **Monday, Tuesday, Wednesday, Thursday and Friday from 9am – 5pm.**

The Training Centre is well equipped with a full IT suite and classrooms. There is a lift available for wheelchair users, or any clients with mobility difficulties.

We also have the following services that are based at the training centre and you will also have involvement with them as part of the placement:

Connecting Opportunities works with new migrants to develop their skills and opportunities to find work and be part of the local community.

STEP helps Syrian Refugees who have come to the UK under the Vulnerable Persons' Relocation Scheme (VPRS) to gain employment.

ESOL tutors deliver English and Cultural Orientation lessons.

The Training Centre runs a regular Job Club on Mondays (from 10am – 12pm), Wednesdays (from 12pm – 2pm) and Fridays (from 10am – 12pm), where we can assist you to search and apply for jobs. No appointment is necessary.

The placement is Monday to Friday 9 to 5

A car is not needed for this role.

What you'll do with us:

- Assist with basic administration duties – answering the phone, photocopying
- Speaking to people face to face in a safe public environment, signposting to other services in the area

- Shadowing our STEP and Connecting Opportunities Key Workers to support with navigation and signposting, client assessments and recording contacts on our database
- Teaching support with our ESOL tutors
- Assisting with Job club
- Shadowing the Volunteer Services Manager

This is a great all round opportunity and will give you an insight into adult education and supporting migrants and refugees into employment.

There will be an interview for this placement.



BRICSS – Bradford Respite Intermediate Care Support Service

What we do

This is an accommodation and support based service that deals with people who are homeless or unsuitably housed and being discharged from hospital.

Accommodation consists of 17 rooms with communal facilities and staff on site 24/7

The service is for both men and women over the age of 18. The scheme works in partnership with Bevan Healthcare to offer short term accommodation and address acute physical health needs before resettling in the community.

Placement is Monday to Friday 9 to 5

A car would be of benefit but the placement can just take place at the service, based at Peel Park.

What you'll do with us

- Shadowing staff
- Offering extra support to clients
- Working with clients to improve life skills and general wellbeing
- Support team with basic administration tasks
- Answering the phone and welcoming visitors

The role at BRICSS will consist of supporting the staff to run the scheme and to offer extra support to clients. This may include organizing structured activities for clients and working with them to improve their life skills and general wellbeing.

You will also be required to support the team with admin tasks such as entering data, writing letters and keeping files up to date, as well as answering the phone and dealing with visitors

There will be an interview for this placement.



YPASS – Young Persons Prevention and Support Service

What we do

We offer a floating support service to give housing-related support through client home visits. Support workers work with clients to develop the skills they need to live independently and maintain a tenancy.

We also offer a mediation service for clients experiencing difficulties at home.

Our Supported Lodgings Service gives clients access to accommodation from a host/ host family who are offering a spare room in their home. The service has ten units of accommodation in Calderdale.

Emergency Supported Lodgings are available for clients who require temporary accommodation. The client is placed with an appropriate host and transport arranged where necessary. A full assessment is carried out the following day to identify a longer-term solution.

Placement is Monday to Friday 9 to 5

A car would be of benefit but the placement can just take place at the service, based in Halifax.

What you'll do with us

- supporting the young people with their day to day duties
- Assisting them with registering with the GP, booking appointments
- Support to attend appointments
- Follow up tasks agreed in their support plan
- Assist with skills development around budgeting, own tenancy and cooking so they can live independently
- Be given a small case load
- Use our own internal recording systems for client's files
- Complete risk assessments
- You may ask to do some domestic duties.

There will be an interview for this placement.



HIPS – Kirklees Homeless Intervention and Prevention Service.

What we do

Based in Kirklees supporting people, aged 16+ who, due to their support needs, are homeless, at risk of homelessness, or who need assistance to maintain their tenancy.

Priority is given to those who are assessed as being at greatest need/risk of homelessness. Additional needs such as mental health, vulnerability to abuse, substance misuse, chaotic lifestyle/multiple needs, and social isolation, will be taken into consideration.

HIPS is a floating support service, providing housing related support to help clients develop the skills they need to live independently and maintain a tenancy. Our team of Intervention Workers visit their clients on a weekly basis, in their own home, or the place they are staying e.g. temporary accommodation.

The service also offers housing-related intervention and crisis support. Our Triage Workers provide housing related crisis support and one-off interventions at a variety of drop-in locations throughout Kirklees.

HIPS is a short-term service, which means support is expected to last no longer than 12 months.

Placement is Monday to Friday 9 to 5

A car and business insurance is needed for this placement.

What you'll do with us

- Support the team to do home visits and keep client records up-to-date
- Have own small caseload
- Carry out assessments and complete accompanying paperwork
- Support clients with day to day activities such as appointments
- Support clients to be involved in Horton's client involvement activities
- Support clients with housing issues
- Work with other partners and signpost clients to other agencies

There will be an interview for this placement.



Craven Homeless Hub

What we do

The Craven Homeless Hub provides a “hub” based at Pinder House in central Skipton for people who have a high level of housing need, in particular those currently or at risk of rough sleeping, and with an unsettled lifestyle, and other support needs.

Placement is Monday to Friday 9 to 5

A car is not needed for this placement as it's based at the homeless hub in Skipton.

What you'll do with us

- General office and administration duties: sending and receiving emails, taking messages and recording information.
- Shadowing initial assessments with a view to carrying out the role
- Shadowing Key Working Sessions with a view to taking lead on a small caseload.
- Using our internal system to report repairs, complete move ins and outs, voids process.
- Voids also include the cleaning and setting up of the property for a new client
- Supporting clients with telephone calls and/or applications.
- Supporting residents to appointments,
- Supporting or signposting clients with any ad hoc queries
- Any other duties that are reasonably required.

There will be an interview for this placement.



NewStart Calderdale

What we do

This service provides prevention and support services across Calderdale for people who are over the age of 16, who are ex-offenders or at risk of offending.

The service supports clients to secure and sustain accommodation and provides ongoing support to enable them to resettle effectively and reduce the likelihood of re-offending.

The support is a mixture of floating support and accommodation based short term accommodation across Calderdale.

A Car would be beneficial for this role

What you'll do with us

- Encouraging and supporting clients to maintain their tenancy
 - Work towards achievable outcomes and reduce the risk of reoffending
 - Support into longer-term accommodation
 - Support to establish and maintain an independent positive lifestyle
 - Managing own small caseload
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- It would also be beneficial for the student to have an understanding of Multi-Agency Public Protection Arrangements and the principles of risk assessment (MAPPA) and how to identify and report patterns of potentially risky behaviour.

There will be an interview for this placement.



Community Support Agency

What we do

This service aims to improve or maintain mental health and wellbeing by offering support in your own home.

We provide support to people aged 16 or over living in the Bradford and Airedale District, who are:

- Experiencing severe and enduring mental health problems and are engaging with mental health services via a formal Care Programme Approach.
- From a black or minority ethnic community and have mental health support needs.
- In need of short-term support during a period of crisis which is affecting their mental health.

The scheme helps people to manage their mental wellbeing and prevents admission to hospital.

The office is open **9am until 5pm**, Monday to Friday, however out of hours' support is available where necessary.

A Car would be beneficial for this role

What you'll do with us

- Support and shadow the team to complete home visits
- Have own caseload under supervision
- Provide support based upon a needs and risk assessment
- General administration duties
- Working with partner agencies to provide support

There will be an interview for this placement.



Media Placement

What we do

Provide quality housing, support and training to promote social justice and equal access through the provision of a range of personalised housing-related support and training services designed to deliver self-esteem, respect and independence to people who are disadvantaged by housing and social circumstances, discrimination, financial exclusion and other forms of social need.

Placement is Monday to Friday 9 to 5

A Car is not needed for this role but you need to be willing to travel

What you'll do with us:

- Reach staff with messages through different mediums, including the staff intranet
- Assist with content for the staff, client and volunteer newsletters
- Manage Facebook and twitter accounts and look at ways of boosting engagement
- Producing case studies and blogs
- Videoing and interviewing for YouTube stories

It is a small team who are based in Bradford but travel to other areas where Horton have offices.

There will be an interview for this placement.