



Homes that change  
people's lives

## Job Advert: Supported Housing - Relief Staff

### Details

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**Reference**

001487

**Salary**

13.67/hr

**Department**

Supported Housing

**Hours**

As and when needed

**Job Type**

Temporary

**Location**

Bristol, Gloucester

**Closing Date**

Monday, 09 December 2024

### Job Description

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Elim Housing Association is a provider of housing and support services in the West of England and Gloucestershire. To underpin the excellent service provided by our supported housing projects, we are looking to develop a bank register of experienced supported housing officers who can work on an 'as needed' basis to cover sickness, holidays etc.

You will need to have at least one year of housing or support related experience and be able to demonstrate excellent people skills. We will give you the opportunity to join our core Supported Housing training programme to enable you to keep up-to-date with your skills.

What you will be doing:

- Monitor and manage rent accounts, ensuring arrears are addressed in line with organisational procedure
- Establish and maintain trusting relationships with individuals, maintaining regular contact and facilitating a co-produced planned programme of support. establish and maintain trusting relationships with individuals, maintaining regular contact and facilitating a co-produced planned programme of support
- Deliver welfare benefits and budgeting advice to individuals to ensure their income is maximised and financial resilience and capacity increased
- Assist individuals to identify and access appropriate move on accommodation
- Promote opportunities and encourage the raising of aspirations of the individuals you support in education, training and employment

### Person Specification

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What you will need to be successful:

- Excellent communication skills, with the ability to communicate at all levels both orally and in writing, tailoring to individual need when required
- Ability to work in partnership with multiple agencies, including statutory agencies to improve outcomes for those receiving our services
- Empathy with the causes of homelessness for vulnerable parents and the barriers they face.
- Ability to identify and raise the aspirations of those receiving our services, encouraging education, training and employment
- Ability to maintain accurate and up to date records by using common Microsoft Office packages, Excel, Word, Outlook and other systems and software

## Contact Us

Units 3 & 4, Pinkers Court,  
Briarlands Office Park, Gloucester Road,  
Rudgeway, South Gloucestershire  
BS35 3QH

Call: 01454 411172  
Email: [HR@ElimHousing.co.uk](mailto:HR@ElimHousing.co.uk)

## About US

### **Providing homes, supporting people.**

Elim Housing is a socially responsible business delivering quality homes and support services which positively change people's lives.

We engage and innovate, and work in collaboration with others to enhance the wellbeing and independence of individuals and communities.