



Supported Housing Officer

Rough Sleepers Initiative, Yate and Staple Hill, South Gloucestershire

Hours: 37.5 hours per week. 9am – 5pm Monday to Friday, Excluding Bank Holidays

Part of the: Support Services Department

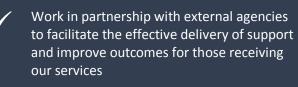
Responsible to: Team Leader

Purpose

To work as part of the Rough Sleepers Initiative to deliver low to medium tailored 1-2-1 support to 11 residents, both men and women between the age of 18 and 65 who are at the risk of homelessness. We support residents gain the confidence and skills to enable them to successfully maintain their tenancy and to secure permanent housing to enable them to live independently.

Responsibilities: A Supported Housing Officer will:

Establish and maintain trusting relationships with individuals, maintaining regular contact and facilitating a co -produced planned programme of support.	✓	Assess the support needs and risks of individuals in line with organisational Support Delivery and Risk Management procedures
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
Monitor and manage rent accounts, ensuring arrears are addressed in line with organisational procedure	✓	Deliver welfare benefits and budgeting advice to individuals to ensure their income is maximised and financial resilience and capacity increased
Participate in undertaking Health and Safety checks and inspections. Proactively contribute and support the Team Leader to ensure the service and building are in line	✓	Achieve individual KPIs whilst working in accordance with all relevant policies and procedures
with our Health and Safety Compliance Framework		Facilitate a workshop that you can lead on with the individuals.
	 with individuals, maintaining regular contact and facilitating a co -produced planned programme of support. Assist individuals to identify and access appropriate move on accommodation Monitor and manage rent accounts, ensuring arrears are addressed in line with organisational procedure Participate in undertaking Health and Safety checks and inspections. Proactively contribute and support the Team Leader to ensure the service and building are in line with our Health and Safety Compliance 	 with individuals, maintaining regular contact and facilitating a co -produced planned programme of support. Assist individuals to identify and access appropriate move on accommodation Monitor and manage rent accounts, ensuring arrears are addressed in line with organisational procedure Participate in undertaking Health and Safety checks and inspections. Proactively contribute and support the Team Leader to ensure the service and building are in line with our Health and Safety Compliance

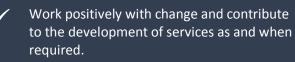




Safeguard the welfare vulnerable adults in line with organisational safeguarding polices and local procedures



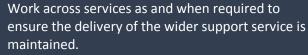
Be responsible for attending and completing mandatory and other required training, development and online courses, with a commitment to continual professional development



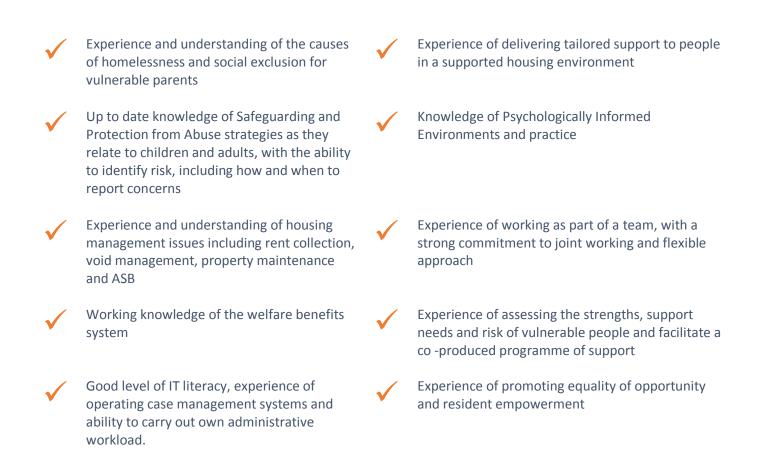
Use IT effectively, working alongside colleagues and the Team Leader to maintain an effective case management and monitoring system and contribute to reports as necessary



Deliver a diverse and culturally sensitive service, promoting equality of opportunity within all aspects of the role and wider service



Qualifications and Experience: In this role a Supported Housing Officer will need the following:



It would be great if you could also:



Demonstrate knowledge and experience of promoting parenting skills and healthy routines

Have experience of supporting people who are survivors of domestic abuse, or currently experiencing it



Have experience of supporting people with mental ill health

Have experience of delivering strength based and trauma informed support

Skills and Abilities: In this role a Supported Housing Officer will need the following:



Demonstrate experience and knowledge of participating in, and facilitating Reflective Practice



Have experience in writing concise and accurate safeguarding reports

Values:

Elim's customers include families and single people living in our properties for rent, young people undertaking apprenticeships or training, clients within our support services and people buying houses that we have developed, among others. We have the same aim for all these relationships: to ensure that the housing and services Elim provide serve as a platform for growth, facilitating all our customers to achieve their aspirations. In this way, we make our homes truly life changing by ensuring that our service has a positive impact long after a person has left Elim accommodation.

Elim **CARES** Values were created in partnership with our customers, staff, Board and other stakeholders, and they represent our commitment to how we deliver our services and work together successfully.

A Supported Housing Officer lives by the Elim CAREs values:



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GENEROUS ANNUAL LEAVE ENTITLEMENT

Employees receive 25 days paid annual leave, rising by 1 day for each complete year of service to a maximum of 30 days.



LEARNING AND DEVELOPMENT We believe in developing our staff and investing in your learning and training.



PENSION AND LIFE ASSURANCE We are a member of the Social Housing Pension Scheme



FLEXIBLE WORKING

We do all we can to encourage a healthy work-life balance.



MILEAGE EXPENSES

We pay mileage expenses at a rate of 45p per mile.



HEALTHSHIELD BENEFITS

Benefits available include: Employee assistance programme, healthcare cashback and shopping discounts