



Homes that change
people's lives

Job Advert: Supported Housing Officer

Details

Reference

001461

Salary

£23,526

Department

Housing

Hours

33.25

Job Type

Permanent

Location

Alveston

Closing Date

Thursday, 19 October 2023

Planned Interviews

Monday, 23 October 2023

Job Description

Elim is a charitable social landlord based in Bristol with a vision '**to meet housing needs and deliver homes that change people's lives**'. This ambition is present in everything we do. We have around 900 homes located across South West England, the Birmingham area and Wales, and we provide homes for social or affordable rent across each of these areas. We provide homes for shared ownership in South West England and are one of the largest providers of supported accommodation to people who have experienced homelessness in Bristol and Gloucester.

We offer a diverse and inclusive culture in line with our Elim **CARES** Values. These were created in partnership with our customers, colleagues, Board and other stakeholders, and they represent our commitment to how we deliver our services and work together successfully:

C - Customers First – Customers are at the heart of our services and decision-making

A - Aspirational and Accountable – We are ambitious for our customers, staff and stakeholders. We work with integrity, learn from mistakes and do what we say we will.

R - Results – We work hard and deliver great results for our customers and for Elim.

E - Everyone's view matters – We listen to understand, improve and build our services

S - Supportive – We tackle challenges head on and inspire each other to achieve our potential.

Responsibilities:

- 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

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

Benefits

- 25 days annual holiday rising to 30 days.
- Paid day off for your birthday each year.
- Access to training and career development through Elim Skills Academy
- We will pay one professional membership, relevant to the job role, per person.
- Mileage expenses at a rate of 45p per mile.
- Company pension.
- Life Assurance.
- Health cash plan, which includes discounts to a wide range of shops and services.
- Free onsite car parking

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

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.