



Homes that change
people's lives

Job Advert: Supported Housing Officer - Supported Housing

Details

Reference

002319

Salary

£26,000-£28,000 pro rata

Department

Support Services

Hours

36.5

Job Type

Permanent

Location

Forecastle Alveston

Closing Date

Sunday, 10 May 2026

Planned Interviews

Monday, 18 May 2026

Job Description

The role will be offering Psychologically informed housing and support to vulnerable adults in two,six bedroom houses located in South Gloucestershire, Alveston.

The Supported Housing Officer will be responsible for providing low to medium tailored 1-2-1 support to 12 residents, both men and women between the age of 18 and 65 who are at the risk of homelessness. We support residents to sustain and gain the confidence and skills to successfully maintain their tenancy and to secure permanent housing to enable them to live independently.

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
- Carry out regular compliance checks, including room inspections.
- Conduct health and safety checks in line with company policies and legal requirements.
- Perform weekly fire alarm tests and ensure accurate records are maintained.
- Identify, log, and report maintenance issues promptly, following the appropriate reporting procedures.
- Support a safe, compliant, and well-maintained environment at all times

Person Specification

Experience of promoting equality of opportunity and resident empowerment

Experience of delivering tailored support to people in a supported housing environment

Up to date knowledge of Safeguarding and Protection from Abuse strategies as they relate to adults, with the ability to identify risk, including how

and when to report concerns

Knowledge of Psychologically Informed Environments and practice

Experience of lone working and time management

Experience and understanding of housing management issues including rent collection, void management, property maintenance and ASB

Experience of working as part of a team, with a strong commitment to joint working and flexible approach

Working knowledge of the welfare benefits system

Experience of assessing the strengths, support needs and risk of vulnerable people and facilitate a co-produced programme of support

Good level of IT literacy, experience of operating case management systems and ability to carry out own administrative workload.

Excellent communication skills, with the ability to communicate at all levels both orally and in writing, tailoring to individual need when required

Excellent engagement skills coupled with the ability to identify barriers to engagement, break them down whilst respecting and paying attention to people's needs

Ability to work in partnership with multiple agencies, including statutory agencies to improve outcomes for those receiving our services

Ability to maintain accurate and up to date records by using common Microsoft Office packages, Excel, Word, Outlook and other systems and software

Empathy with the causes of homelessness for vulnerable individuals and the barriers they face

Ability to identify and raise the aspirations of those receiving our services, encouraging education, training and employment

Ability to advocate for those receiving our services

Self-motivation and tenacity, with the ability to work under pressure at times, managing time and competing priorities effectively

A commitment and ability to work outside planned and scheduled hours as and when needed

Ability to positively work with change and contribute to the development of services as and when required, including gaining the views and involvement of those you support

It would be great if:

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

Have experience in writing concise and accurate safeguarding reports

Demonstrate experience and knowledge of participating in Reflective Practice

Benefits

Elim recognises our highly-skilled and dedicated colleagues are our greatest asset in achieving our vision. Elim colleagues benefit from:

- 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
- Company pension.
- Life Assurance.
- Annual bonus.
- Health cash plan, which includes discounts to a wide range of shops and services.
- Free onsite car parking
- Ability to work from home on occasion to complete training and admin.

Contact Us

Units 3 & 4, Pinkers Court,

About US

Providing homes, supporting people.

Briarlands Office Park, Gloucester Road,
Rudgeway, South Gloucestershire
BS35 3QH

Call: 01454 411172

Email: HR@ElimHousing.co.uk

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.