

Job Description

Job Title: Specialist PA with responsibility for Homelessness

POSCODE: CCC2211

Grade: SO1

Overall purpose of the job

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

The post holder will act to coordinate homelessness prevention for Care Leavers across the County of Cambridgeshire. The post holder will build relationships with District Housing Authorities, Housing providers and current accommodation providers to prevent tenancy break down and homelessness from occurring. This will include referral and targeted support to those Care Leavers most at risk of becoming homeless.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	Act as a champion for Care Leavers around homelessness and working with homelessness prevention network across Cambridgeshire. This advisor will link in with District Housing Authorities and accommodation providers, to support the implementation of the joint homelessness prevention protocol.
2.	To work closely with Accommodation providers to prevent tenancy breakdown by creating a set standard across providers as well as acting in an emergency to prevent any Care Leaver being made homeless.
3.	To be deployed to support Care Leavers following referral from Personal Advisers to support those most at risk of homelessness and work with these young people to help them navigate through the pathways open to them. This must include those young people placed out of county who are entitled to the same level of homelessness support.
4.	To work alongside services who provide drop-in sessions that can be accessed by Care Leavers who require support around accommodation and homelessness. The advisor will offer home visits/community visits to Care Leavers who require support around homelessness and accommodation advice.
5.	To carry out transition work with Children in Care who have been identified as at risk of becoming homeless in the future when they become adults.
6.	To provide advice and support to returning Care Leavers, aged 21years up to their 25 th birthday, in regard to accommodation.
7.	To joint work with Care Leavers and PAs to ensure that intervention to address risk of homelessness or actual homelessness is within the Young Persons Pathway Plan
8.	To lead on the development of Cambridgeshire's accommodation offer as a key strand of the wider Local Offer for Care Leavers

9.	To provide 1 on 1 support with our Care Leavers who are homeless or those most at risk of imminently becoming homeless. Supporting them back into suitable accommodation navigating the existing pathways and utilising the homelessness prevention network being constructed across Cambridgeshire.
10.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job.

Qualifications Required	Subject	Essential/ Desirable
NVQ Level 3 in relevant work or area equivalent	Any	Essential
Dip SW or equivalent		Desirable
Diploma in Youth and Community Work		Desirable

Minimum levels of knowledge, skills and experience required for this job.

Identify	Describe	Essential/ Desirable
Knowledge		
Experience of working with adolescents individually or in groups		Essential
Understanding of the Homelessness reduction act and the duties laid out in the act	Clear understanding of the duty to refer and thresholds that must be met before referring	Essential
Benefits and Universal credit	Understand the benefit entitlements of Care Leavers and how these impacts on housing options and pathways	Desirable
Children Act 1989 and Children (Leaving Care) Act 2000		Desirable
Homelessness Reduction Act	Understanding the requirements placed on a Local Authority by the Act. In particular the duty to refer	Essential
Skills		
Ability to undertake objective assessment formulate clear plans of intervention and evaluating outcomes		Essential
Excellent Communication skills	To support engagement with young people and furthermore to facilitate the building of robust relationships with housing partners across the county	Essential
Good standard of record keeping and ability to produce clear written reports		
Work with young people on positive aspects of change		
Experience		
Experience of the housing system and housing pathways		Essential
Understanding of Care Leavers and the care system		Desirable
Equal opportunities	Ability to demonstrate awareness/understanding of equal	

	opportunities and other people's behaviour, physical, social and welfare needs	
Safeguarding (include for roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible	Field	Home
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