

Job Description

Job Title	Specialist Housing Advisor - Disabled Children and Young Adults 0 - 25
Job number	333013311
Grade	CCCSO123

Overall purpose of the job

Working within the SEND Service 0 – 25 Disability Social Care Teams provide information and advice on housing and other related areas of wellbeing to disabled children and young adults and their families and carers.

To offer face to face in depth casework, one to one advice and information (including telephone advice) and to raise awareness of housing, care and support options for groups and professionals at events.

To work with colleagues from a range of services including health, housing, education and social care acting as a point of expertise providing professional advice and support as well as responding to requests for support to assess and respond to housing need.

Main accountabilities

1.	Provide child/young person and family centred advice and information to disabled children and young adults and their families and carers on housing and related areas to enable them to make informed decisions and plan for meeting housing needs now and in the future.
2.	<p>Work with Social workers and Occupational therapists to take a holistic approach to the family including current arrangements for employment, schooling, transport arrangements, other family members, care/respite arrangements, etc.</p> <p>Develop creative and personalised housing related solutions to ensure that housing meeting needs now and in the future.</p> <p>Support the family to work through their options.</p>
3.	Develop information and advice on housing options and related information for families and professionals and make it available in a variety of formats
4.	<p>Develop and maintain knowledge of and partnership relationships with specialist and other housing providers to develop knowledge of and ability to influence current and future housing availability.</p> <p>Understand and be able to advise on new affordable housing developments in the family's preferred area and opportunities for inclusion in new build sites</p> <p>Establish understanding of relevant policies of key housing providers in areas such as downsizing and adaptations.</p>
5.	Develop close links with HomeLink officers within the district councils and work with them to identify adapted homes. Work with people to encourage consideration of any properties that become available and accompany on initial visits as needed. Develop links with estate agents in order to identify adapted homes that may come onto the open market and link any such properties with families seeking a move.

6.	<p>Provide people, including home owners, with information and advice about the financial aspects of their housing, support and care options including possible sources of assistance which might help them to improve, repair or adapt their home, the availability of grants, shared ownership, welfare benefits, loans and equity release. This may include referral to specialist agencies.</p> <p>Provide information on financial implications of adapting the home i.e. cost of works, limits of DFG, ability of family to fund top-up, limits on top-up available from Council.</p>
7.	Provide a coordination role and support children, young people and their families and carers in the planning and implementation of chosen solutions where needed.
8.	<p>Provide housing expertise and advice to professionals and deliver training sessions as required. Work closely with colleagues across a variety of services including Occupational Therapists, Social Workers and Home Improvement Agencies, providing advice and taking direct referrals, acting as the lead professional where appropriate.</p>
9.	Attend internal and external meetings as required including attending and contributing to multi agency meetings.
10.	Work closely with the Adult Early Help Specialist Housing Advisor to develop a coordinate and consistent approach and work jointly in some areas as needed.
11.	Manage own caseload and organise and plan work activities. Maintain case records by providing concise and accurate information about an individual's circumstances through the appropriate IT systems in line with professional requirements and departmental recording methods and standards of information governance and confidentiality.
12.	Take responsibility for own professional development by keeping up to date with relevant information, legislation and policies and identifying and attending appropriate training. Establish and build on knowledge of county wide housing options and new build opportunities.
13.	Offer advice and support to wider service supporting decision making and interventions whilst effectively assessing and manage risk. Engage in all opportunities to raise awareness of Housing Options with the team including active participation in team meetings, case reflection, peer review and case audits.
14.	Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Safeguarding commitment

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
	Professional housing qualification or relevant housing options experience handling complex and challenging cases	Desirable
	Level 4 standard of education or relevant professional qualification.	Desirable
	Willingness to undertake additional training as required meeting the needs of the organisation and service e.g. housing legislation, case law updating, Health and Safety etc.	Essential

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

Identify	Describe	Essential/ Desirable
Knowledge		
	Knowledge specialist housing options e.g. Sheltered and extra care housing, shared ownership etc. including accommodation and financial issues.	Essential
	Strong understanding of Home Link processes.	Desirable
	Detailed and up to date understanding, experience and knowledge of current housing and homelessness legislation and precedents.	Desirable
	Knowledge of local District Lettings Policies.	Desirable
	Knowledge of local support options for people including Social Care, community support, Occupational Therapy, adaptations through Home Improvement Agency etc.	Essential
	Demonstrable knowledge of housing including social and private rent as well as options for home owners in Cambridgeshire.	Desirable
	Knowledge of the SEND reforms.	Desirable
Skills		
	Excellent verbal and written communication skills	Essential
	Proven ability to interview, advocate, negotiate, mediate and be assertive when required	Essential
	Ability to communicate using a variety of methods	Essential
	Demonstrable computer skills including knowledge and experience of Microsoft products, specialist systems and using the	Essential

	internet for research.	
	Ability to interpret and explain complex information and legislation including knowledge of housing law.	Essential
	Ability to prioritise tasks, manage own workload and be accountable for case work	Essential
Experience		
	Significant demonstrable experience in a similar role such as Housing Options, advisory roles, homelessness etc.	Essential
	Experience of working with a range of internal and external partners to manage and support the best outcomes for customers.	Essential
	Proven knowledge, experience and understanding of needs and delivering services to children and young adults	Desirable
	Experience and understanding of balancing positive risk taking in person centred assessment and support	Desirable
	Experience of working as part of a multi-disciplinary team.	Desirable
	Experience of project management and service development.	Desirable
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential