

DERBYSHIRE LAW CENTRE

JOB DESCRIPTION

TITLE OF POST: **HOMELESSNESS PREVENTION PARALEGAL**

SALARY: £17,681 - £20,541 pro rate 35 hours per week (SCP 14 – 21)

DURATION: Fixed term - 2 years from commencement date

MAIN PURPOSE OF JOB

The post holder(s) will provide support to the housing caseworkers on housing cases within the Local Authority areas of Bolsover, Chesterfield and NE Derbyshire (the catchment area) where preventing homelessness is a priority. They will also provide support and information to individuals and groups across the catchment area. The work will be at a level suited to the post holder(s)'s particular abilities, experience and knowledge.

To contribute to the overall effectiveness of the workplace and the achievement of required project outcomes.

LOCATION OF THE POST

The post holder will be based at the main premises in Chesterfield, or at any other Law Centre premises.

RESPONSIBLE FOR:

The post holder will not be responsible for any paid or unpaid staff.

SUPERVISION:

The post holder will report to a specified Caseworker (Supervisor) and also be part of the Housing and Debt Unit.

MAIN DUTIES OF THE POST

Your work will primarily be to assist the Housing and Debt Unit by providing support and assistance to individuals and families who are homeless or at risk of homelessness in the catchment area under the Homeless Reduction Act Project and in particular:

1. Provide support in homelessness prevention cases. This may include interviewing and completing forms for clients, obtaining information, and any other work required to assist in preventing homelessness within the remit of the project.
2. Accept referrals from partner delivery agencies and work with clients to help them avoid homelessness.
3. Attend County Court Duty Scheme hearings to provide support to the caseworker or solicitor.

4. Assist as directed in the conduct of cases preventing homelessness in the catchment area.
5. Attend meetings, interviews and appointments with clients, advocating for them where appropriate in a variety of settings, including home visits.
6. Engage with all external services relevant and liaise effectively and positively with those services on behalf of clients.
7. Attend meetings with funders and other relevant groups / agencies as directed.
8. Keep detailed information on cases for reporting purposes.
9. Input onto and monitor Case Management Systems as necessary.
10. Prepare feedback reports on the conclusion of a case to monitor outcomes and support publicity for funders.

OTHER RESPONSIBILITIES

1. Undertake own administration including word processing and maintaining adequate case records.
2. To participate in an induction programme and such further training and support as required and appropriate.
3. To undertake other duties as agreed between the post holder and Workers Group or Management Committee, in consultation with the relevant trade union where necessary.