

DERBYSHIRE LAW CENTRE

JOB DESCRIPTION

TITLE OF POST: **HOMELESSNESS PREVENTION WORKER**

SALARY: £18,795 to £21,166 (SCP 5-11)

DURATION: Fixed term - 1 year from commencement date

MAIN PURPOSE OF JOB

The post holder(s) will provide support to the housing and debt caseworkers on housing cases within the Local Authority areas of Amber Valley, Broxtowe and Gedling where preventing homelessness is a priority. They will also provide support and information to individuals and follow instructions from caseworkers, this will include attending home visits and working remotely.

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 in Amber Valley, 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 Unit.

MAIN DUTIES OF THE POST

Your work will primarily be to assist the Housing and Debt Units by providing support and assistance to individuals and families who are at risk of homelessness in the catchment area under the Private Rented Sector project. In particular:

1. Attend meetings, interviews and appointments with clients, advocating for them where appropriate in a variety of settings, including home visits. This will include, completing forms for clients, obtaining information, and any other work required to assist in preventing homelessness within the remit of the project.
2. Engage with all relevant external services and liaise effectively and positively with those services on behalf of clients.
3. Assist as directed by caseworkers in the conduct of cases preventing homelessness in the catchment area.

4. Accept referrals from partner delivery agencies and work with clients to help them avoid homelessness.
5. Attend County Court Duty Scheme hearings to provide support to caseworkers and solicitor.
6. Attend meetings with funders and other relevant groups / agencies as directed.
7. Keep detailed information on cases for reporting purposes.
8. Input onto and monitor Case Management Systems as necessary.
9. Prepare feedback reports on the conclusion of a case to monitor outcomes and support publicity for funders.
10. Supporting clients with benefit issues, in particular identifying any need for discretionary housing payments.

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.