

**PERSONNEL SPECIFICATION: Housing Caseworker (35 hours)**

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| **Requirements** | **Essential** | **Desirable** | **How demonstrated** |
| **Qualifications / Education / Training** | legal training / core training in advice workArea of Law Supervisor status in housing | qualified solicitor  | application form |
| **Knowledge required**  | proven interest in housing law | Use of Microsoft 365 packages, including Sharepoint and OneDrive  | application form |
| **Experience required** | substantial experience of housing casework | 3 years housing caseworker experience working under a legal aid contractsupport and supervision of staff , including working with volunteersexperience of acting as a duty advisor under the Housing Possession Court Duty Schemerecent experience of CCMS online legal aidcomprehensive experience of running a legal aid certificated case from start of the case through to the billing of the completed casenegotiation and court representation using legal aid system (legal help and legal representation) recent work experience of advising on issues relating to social welfare law | application form/ interview   |
| **Skills and aptitudes – move above experience**  | be prepared to work in Erewash 2 days a weekbe prepared to operate under a Legal Aid contractability to manage a varied and challenging housing and/ability to analyse problems and advise on a range of solutions in specialist areas of lawability to present legal issues in a clear and easily understandable wayability to organise a caseload and undertake their own administration | understanding of issues affecting not for profit agencies be prepared to be flexible about work areas | application form/ interview/exercise/reference  |
| **Personal qualities required** | willingness to work either co-operatively or independently.motivation to join and share the ethos of Derbyshire Law Centrecommitment to equal opportunities and anti-oppressive practice |  | application form / interview |
| **Special requirements** | prepared to work some unsocial hours  | able to drive or organise own transport to Erewash and around the catchment area | application form |