



Job Title: Safe Living Assistant
Grade: Y4
Reports To: Specialist Safe Living Partner

Key job element

- Deliver a quality service which efficiently and effectively manages Anti-Social Behaviour services, from initial receipt of report through to resolution
- Support the Safe Living Officers in using a range of powers to manage ASB for breaches of tenancy, including Injunctions, Closure Orders and Possession orders
- Provide administrative support to prepare for cases at Court
- Under-take initial fact finding and customer contact when reports are received
- Provide advice and guidance relating to Safe Living policies and procedures
- Maintain accurate, detailed records, keeping logs of complaint/customer interaction
- Committed to delivering a service of customer excellence
- Embrace YHN values, standards and organisational goals
- Adherence to and achievement of performance targets
- Work collaboratively with colleagues across the business to ensure the delivery of joined up services
- Follow agreed business processes, statutory and regulatory policies and frameworks relating to safeguarding, health and safety and equality and diversity
- Liaise with internal and external stakeholders and build constructive relationships which make it easier to do business with
- Actively contribute to regular reviews of Safe Living services to identify efficiencies and continually improve the service provision
- Maintain appropriate professional boundaries
- To undertake any other duties as and when required to support the delivery of service

Person Specification:

This area focuses on skills and knowledge required in the role.

Essential Criteria

- Knowledge of techniques for engaging positively with customers and complainants
- Able to effectively use Microsoft systems (especially Outlook)
- Experience of working in a fast-paced environment.
- Actively adopt a problem - solving approach, understanding the customers needs and expectations and desire to resolve issues quickly
- Suitability to work with vulnerable client group
- Customer focussed, with excellent communication skills, both verbal and written
- Committed to the principles and requirements of YHN Policies and Procedures
- IT literate
- Ability to work as part of a team
- Flexible approach to working hours and location
- Maintains enthusiasm, energy and determination under pressure

Desirable Criteria

- Experience of working in housing
- Experience of working in an ASB/safeguarding team
- Experience of complaint handling and investigation
- All employees are expected to be flexible within the scope of the role

*Your Homes Newcastle's Core Values play an integral part in determining our culture going forward and ensuring a progressive, sustainable and healthy working environment for our staff. Our values, practices and behaviours are at the heart of this and how our staff do things is as important as what we do. Our values are Be **R**eady, Be **A**mazing, Be **R**evolutionary, Be **E**nergetic.*

*It is no coincidence that our values spell out the word **RARE**. We want YHN to be known as "unusually good or remarkable" and an organisation with people that "stand out from the rest".*

We expect our people to demonstrate the following behaviours:

Be ready - together we're prepared for anything:

This value is about being "prepared, willing, eager and prompt".

The behaviours we expect are:

- Take responsibility to keep up to date
- Take ownership
- Make best use of time and resources
- Own your development and that of others
- Work as one team cooperatively
- Be prepared to contribute
- Be organised and on time
- Share information, knowledge and good practice
- Be adaptable and flexible

Be amazing – we'll exceed expectations

This value is about being "passionate, impressive, excellent and progressive".

The behaviours we expect are:

- Care about people and YHN
- Take pride in what you do
- Behave with sincerity and integrity
- Be your best and inspire others to be theirs
- Do right by our customers
- Have a desire to make things better and improve lives
- Be an advocate for YHN
- Learns from mistakes

Be revolutionary – have courage and be bold

This value is about "leading the way, involvement in change, engagement, being radically new or different and being creative".

The behaviours we expect are:

- Prepared to be different
- A positive influence on others

- Consider and think of imaginative solutions
- Decisive and unafraid to do what's best
- Prepared to challenge constructively
- Open-minded, tries to say 'yes' more than 'no'
- Supports and promotes change

Be energetic – making every day count

This value is about “vitality, being interested, keen, inspirational and motivated”

The behaviours we expect are:

- Passionate in all you do
- Is up for the task
- Celebrates achievements
- Is able to “bounce back”
- Is motivated and enthusiastic
- Challenges poor performance and negative attitude