2021 VAC 152 **Job Description**

|  |  |
| --- | --- |
| **Job title** | **Homeless Officer (Health Inequalities)** |
| **Grade** | **Grade 5** |
| **Service/Team** | Housing Service  Housing Options Team |
| **Main purpose of job** | 1. To work with colleagues associated with providing health-based services, such as CCGs, Adult Social Care and ‘Recovery Services’ to address health inequalities suffered by homeless clients 2. To ensure that homeless clients engage with services to support their health and tackle health inequalities within the homeless sector 3. To prevent homelessness arising as a consequence or poor mental or physical health. 4. To ensure clients health needs are supported to ensure that they can sustain a tenancy. 5. Deliver services in line with the Council Inspiring Futures approach to tackling homelessness to ensure clients move ‘From the Street to Independent Living’. |
| **Key responsibilities & tasks** | 1. Collate details of homeless clients who have health support needs from the wider Housing Options Team. 2. Develop and review Support Plans which highlight the necessary support requirements, support providers and detail how the client will remain engaged with this support to ensure the barrier/s of poor health conditions are removed and independent living facilitated. 3. Work in tandem with health professionals to ensure that homeless clients receive and remain engaged with the necessary health services. 4. Horizon scan to identify best practice in tackling health inequalities within the sector. 5. Identify ‘Recovery Services’ and other partners who provide services to improve health and engage with these to secure additional support for homeless clients. 6. To develop performance indicators which indicate if this specific approach to tackling poor health is positive. 7. To assist in the collation of information for Freedom of Information requests and DELTA Returns. 8. To manage, maintain and monitor their own workload in order to meet identified targets and deadlines, in accordance with current standards and procedures. 9. Support the identification of accommodation and support for clients increase the availability of options for homeless clients and ensure accommodation provision is co-ordinated and fit for purpose. 10. To support the development and review of procedures and policies to enable the placement of homeless clients and ensure they stay engaged with health services. 11. To work with Homeless Reduction Officers regards homeless applications, support plans, referrals to temporary accommodation (when required) and to ensure that clients complete their tasks on Personalised Housing Plans in relation to supporting their health needs. 12. Ensure that clients liaise with other support providers such as Wear Recovery, and ensure they register with GPs services, especially those from hard to reach groups. 13. Work closely with Homeless Reduction Officers to enable decisions pursuant to the Housing Act 1996, Part VII. 14. Work closely with the Tenancy Sustainment Officer to provide on-going support to homeless clients to ensure they remain engaged with health services and sustain their tenancies in the long-term. 15. To support senior staff in the Housing Options Team with any relevant tasks. 16. Attend any Multi-Disciplinary Team (MDT) meetings / multi agency meetings when required. |
| **Responsible for staff/equipment** | N/A |
| **Other duties/specific policies e.g. DBS** | 1. Being flexible in approach to be able to deliver what is required within the remit of the post and grade. 2. Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information and respect the privacy of personal information held by the Council. 3. The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information. 4. Comply with the Council’s information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes. 5. Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies. 6. Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation. 7. Comply with the principles and requirements in relation to the management of Council records and information; respect the privacy and personal information held by the Council. |

The above is not exhaustive, and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Housing Manager (Vulnerable People).

Author: M.Bewick

July 2021