**Job Description & Person Specification**

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| **Post Title** | Accommodation Officer  |
| **JE Reference**  | W1131 | **Grade**  | G | **SCP Range** | 28 - 30 |

**Reporting line:**

Childrens’ Lead

Commissioner

Accommodation Officer

# **Job Purpose:**

To develop and co-ordinate a range of accommodation choices for young people. To work in partnership with foster carers, housing providers, voluntary organisations and a range of other agencies to ensure that young people including post 16 and care leavers have access to safe, secure and affordable accommodation.

To be responsible for the further development of the Staying Put and Supported Lodging Scheme and promote this as a positive choice for children in care and care leavers.

# **Relationships:**

**Accountable to:**  Childrens’ Lead Commissioner

**General:** Young people, families and carers, Officers, Members and other professionals of the Council, Local, regional and national statutory, private and voluntary agencies and organisations.

# **Key duties and responsibilities:**

1. To support the council to take the necessary steps to develop specific accommodation initiatives to enable children in our care, care leavers and young people to have access to a range of accommodation options appropriate to their needs.
2. To work in partnership with housing providers and other key stakeholders to develop housing related provision for homeless 16 and 17 years olds in line with local policy and procedure.
3. To promote fostering as positive choice and support in the development of complex packages of support for harder to place children and young people
4. To be the first point of contact and provide advice and guidance to young people 16 plus, care leavers, social workers, personal advisors foster carers who are considering Supported Lodgings or Staying Put arrangements
5. To further develop the Supported Lodgings and Staying Put Scheme and promote it as a positive choice for young people.
6. To oversee the development of the joint protocol for homeless 16 and 17 year olds and strengthen the contribution of children’s services to the practical working arrangements of it.

1. To ensure that all Supported Lodgings placement meet the accommodation and support needs of young people in collaboration with other agencies and the Supported Lodgings provider.
2. To effectively develop and monitor data regarding the use of accommodation choices for care leavers and homeless 16 and 17 year olds.
3. To design, implement and monitor compliance with the processes and guidance underpinning policies relating to a range of accommodation choices for young people 16 plus.
4. To keep abreast of developing policy, legislation and best practice, relevant to accommodation for young people.
5. To participate and contribute to local, regional and national policy groups and forums as applicable.

# **General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council’s corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council’s and Directorate’s staff training and development policies as well as the Council’s system of performance appraisal
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council’s Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

**Last Updated:** October 2021 **Author:** Andrew Hames

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| **JOB TITLE** | **GRADE** |
| Accommodation Officer |  |

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| **NOTE TO APPLICANTS**Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. |

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| **CRITERIA** | NECESSARY REQUIREMENTS | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Substantial experience of working within a statutory, voluntary or private organisation/agency.
* Experience of establishing and maintaining effective relationships with other agencies, to promote inter-agency working.
* Experience of working with or providing accommodation for young people in care.
 | * Experience of working within a Housing and/or Social Care setting.
* Experience of accessing external funding streams.
* Experience of involving service users, (in particular adolescents), in service development.
* Supervisory experience
 | A,I,R,P |
| **SKILLS AND ABILITIES** | * Competent in basic use of IT packages e.g., Work, email, internet.
* Good interpersonal skills
* Sound oral and written communication skills
* Ability to contribute to planning and service development.
* Good organisational and presentation skills.
* Ability to work independently and act upon own initiative.
 | * Competent in other IT packages e.g., Excel, PowerPoint.
 | A,I,C,R |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * Vocational qualification at Level 4, (or equivalent) in a relevant field e.g., Housing, Social Work, Education, Youth Work.
* Knowledge of Housing legislation and the Children Leaving Care Act.
* Safeguarding Children legislation
 | * Educated to Degree level, preferably in related field e.g., Housing, Social Work, Education, Youth work.
* Knowledge of other relevant legislation and Government policies.
* Knowledge of preventative services and models of service delivery for young people aged 16 – 25.
 | A,C,I,P |
| **OTHER REQUIREMENTS** | * Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours
* Commitment to own continuous personal and professional development
* Strong team player, committed to an ethos of continuous improvement
 | * Full driving license
* Evidence of own continuous personal and professional development
 | A,I,C |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities and the ability to recognise the needs of different service users
 | * Evidence of having completed training in equality and diversity awareness
 | A,I |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Commitment to provide a customer-focussed service
 | * Evidence of surpassing customer expectations or service targets / goals
 | A,I |

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE

R = REFERENCE