

Job Description

For Social Care Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Homeless Prevention Advisor	JEID	
Salary Grade:	Grade I		
Team:	Separated Children & Leaving Care Team		
Service Area:	Safeguarding, People Group		
Primary Location:	County wide		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Manager		
Responsible for:	• Own practice • Sharing practice • Providing specialist advice to staff within A&LC and CiC		

Role Purpose

The Homeless Prevention Advisor will be responsible for the support to young people aged 16-25 who are at risk of homelessness or are homeless. The post holder will provide specialist intensive support to a small caseload of care experienced young people judged to be at highest risk of rough sleeping.

The post holder will work with young people aged 16-25 to identify the most appropriate housing options in a planned and co-ordinated way with local authority housing services.

The Homeless Prevention Advisor will collate data and track young people at risk of homelessness to identify solutions.

Role Responsibilities

- (a) To identify and actively engage with any young people who have been Looked After by the Local Authority who are at risk of rough sleeping
- (b) Liaise with housing departments and accommodation providers to ensure all care leavers who are rough sleeping can access appropriate housing
- (c) Develop and maintain relationships with the five housing departments in Warwickshire to work towards a streamlined response to care leavers housing/homelessness applications
- (d) To support in reducing the numbers of care experienced young people who are at risk of homelessness and support in completing planned referrals

- (e) To maintain personal and professional development to meet the changing demands of the job and to participate in appropriate training activities
- (f) To keep up to date with council policy and procedures and legislation in respect of housing for care leavers
- (g) To attend monthly multi agency panel meetings to identify young people who are at risk of becoming homeless and to implement suitable plans around their housing needs
- (h) To work with Personal Advisors, Social Workers and other appropriate members of staff to provide advice and guidance around housing/homelessness where young people are at risk
- (i) To support and monitor young people who have been identified as at risk of homelessness and track their progress
- (j) To attend SLT meetings and meetings with Government departments to provide an update on the homelessness data gathered, support being provided and development of the service
- (k) Contribute to the learning of other members of the team through providing advice and guidance and sharing of information
- (l) Provide care leavers with the support they need to avoid becoming rough sleepers in the future
- (m) To co-ordinate the provision of services, ensuring that these are responsive to the young person's needs and that s/he is able to access and make constructive use of them
- (n) To keep an accurate written record of involvement with the young person and any contact with all other agencies and professionals
- (o) Provide monitoring information in order to evaluate the effectiveness of services provided
- (p) Identify any areas of unmet need and contribute to recommendations for changes in service provision
- (q) To advocate for a young person's views but balance this with their best interests

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Experience of working with people who have been homeless or at risk of rough sleeping	A, T, I
An understanding of the homeless prevention agenda	A, I
Knowledge of homelessness legislation	A, I
Good literacy and numeracy skills	A, T, I
The ability to independently interpret and analyse information and facts to solve varied problems	A, T, I
Significant experience of engaging and working with vulnerable young people who have experienced significant trauma and may have complex needs or challenging behaviour	A, T, I
To be able to undertake routine assessment of needs, support planning, monitoring and review for and in partnership with clients and carers	A, T, I
To be able to use own initiative to respond independently to problems and unexpected situations as established in supervision	A, T, I

The ability to work under a high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands	A, I, T
The ability to write complex reports, working under pressure, meeting deadlines and dealing with interruptions	A, I, T
The ability and experience to cope with intense emotional demands arising from the nature of the client group such as terminally ill clients or cases of child abuse	A, I
Ability to work well with colleagues, including managers, as a member of a team	A, I
Mobility essential. Able-bodied applicants must be able to drive, have a driving licence and be a car owner. Disabled applicants should be able to perform the job with aid, where necessary.	A, I, D
To be able to operate a keyboard, our client database systems and employ basic computer knowledge and skills	A, I
Ability to communicate fluently, in writing and verbally, with a wide range of people	A, I, T
Satisfactory check through the Disclosure and Barring Service	A, I, D

Desirable Criteria

Assessed By:

Previous experience of assessing needs and establishing packages of care and support	A,I
An awareness of principles of Best Value for Service provision and the need to demonstrate its achievement	A,I
Experience of using client computerised record system e.g. Carefirst, Mosaic or similar	A,I
Experience of direct work with care leavers	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise

out of or in connection with the work activity, but any others will be identified in the 'other' section.	
☐ Provision of personal care on a regular basis	☐ Driving HGV or LGV for work
☐ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐ Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
☐ Working at height/ using ladders on a regular/ repetitive basis	☐ Restricted postural change – prolonged sitting
☐ Lone working on a regular basis	☐ Restricted postural change – prolonged standing
☐ Night work	☐ Regular/repetitive bending/ squatting/ kneeling/crouching
☐ Rotating shift work	☐ Manual cleaning/ domestic duties
☐ Working on/ or near a road	☐ Regular work outdoors
☐ Significant use of computers (display screen equipment)	☒ Work with vulnerable children or vulnerable adults
☐ Undertaking repetitive tasks	☒ Working with challenging behaviours
☐ Continual telephone use (call centres)	☐ Regular work with skin irritants/ allergens
☐ Work requiring hearing protection (exposure to noise above action levels)	☐ Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐ Work requiring respirators or masks	☐ Work with vibrating tools/ machinery
☐ Work involving food handling	☐ Work with waste, refuse
☐ Potential exposure to blood or bodily fluids	☒ Face-to-face contact with members of the public
☐ Other (please specify):	