

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Homelessness Prevention Homefinder

Vacancy ID: 008478

Salary: £19,430.00 - £20,661.00 Annually

Closing Date: 18/02/2018

Benefits & Grade

Grade G

Contract Details

Temporary for 12 months

If applying on a secondment basis, you must seek prior approval from your manager.

Contract Hours

37 hours per week

Job Description

Stockton-on-Tees is a Unitary Authority forming part of the Tees Valley sub-region. The Council has a reputation for innovation and effective scheme delivery, and is committed to working in partnership to meet the needs of local stakeholders. The Economic Growth and Development Services Division is responsible for the delivery of a wide range of services across the Borough.

This is a new role within the Housing Solutions Team which will involve working with homeless households to identify suitable and sustainable housing which meets their needs in both the social and private sector of housing.

Good interpersonal skills and sound judgement are essential in this role. You will need to be organised and self-motivated but also a good team player. The work in this service area can be difficult and you must be non-judgemental towards customers. On a day to day basis you will need to liaise with a variety of individuals/organisations both internal and external to the Council in order to execute your duties.

We are looking for applicants who can demonstrate an adaptable and flexible approach, a positive attitude and an ability to work on their own initiative.

For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Regina Harrington, Team Leader on 01642 528324.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.



Stockton-on-Tees
BOROUGH COUNCIL

JOB DESCRIPTION

Service Area:		Service Group:	
Housing		Economic Growth and Development	
JOB TITLE: Homelessness Prevention Homefinder			
GRADE: G			
REPORTING TO: Homelessness Preventions Team Leader			
1.	JOB SUMMARY: This role involves providing day to day support, advice and assistance in the Homelessness Service, and specifically in relation to homeless prevention and relief cases. Good interpersonal and organizational skills. Individuals will need to be organised and self-motivated but also good team players. The work in this service area can be difficult and stressful and post holders must be non-judgemental towards customers. On a day to day basis post holders will need to liaise with a variety of Housing Providers both social and private to resolve customers homeless situations		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To assist Homeless Preventions Officers prevent and relieve homelessness by sourcing suitable long term homes for customers	
	2.	To ensure that all requests for service are dealt with in accordance with legislation, Council policies and performance indicators.	
	3.	To have a good understanding of the Sub Regional Choice Based Lettings Scheme	
	4.	To maintain and update accurate information and records and provide reports on statistical and management information as required.	
	5.	To liaise effectively and efficiently with Registered Providers in the execution of the allocations function.	
	6.	To liaise with Housing staff, other service teams of the Council, Registered Providers and a range of external organisations and partner agencies as required.	
	7.	To make payments from identified budgets as required in support of homelessness prevention.	
	8.	To attend meetings as required (internal and external of the Council).	
	9.	To ensure the effective communication of information the public, staff agencies and other organisations or individuals.	
	10	To support the Local Authority in its duty to cooperate in relation to Safeguarding.	

3.	KEY RESULTS/OBJECTIVES
	<ul style="list-style-type: none"> • High quality and consistent case management. • Clear reference to Safeguarding in case management. • Ensure Homeless acceptances are kept at a minimum by offering a triage service to customers and by exploring housing options solutions.
4.	<p>GENERAL</p> <p>Job Evaluation - This job description has been compiled to inform and evaluate the grade of the job using the NJC Job Evaluation scheme as adopted by Stockton Council.</p> <p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p> <p>Council Values, Behaviour Framework, Code of Conduct - The post holder is required to carry out the duties in accordance with Council values, behaviour framework, code of conduct, professional standards and promote equality and diversity in the workplace.</p> <p>Policies and Procedures - The post holder is required to adhere to all Council Policies and Procedures.</p> <p>Health and Safety - The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p> <p>Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>

PERSON SPECIFICATION

Job Title/Grade	Homelessness Prevention Homefinder	Grade G
Service Area/Service Group	Economic Growth and Development	Housing
Post Ref:	34270	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	NQF level 3 or the equivalent substantial demonstrable level of knowledge gained through directly relevant works experience.		Application Form Interview/Selection Process Pre-Employment Checks
Experience	Experience of dealing effectively with challenging situations. Experience of working with vulnerable clients and problem solving.	Experience of working in a corporate and political context. Safeguarding arrangements.	Application Form Interview/Selection Process
Skills	Excellent organisational skills Negotiation skills. Inter-agency collaboration. IT skills (Microsoft Word, Excel etc.) Customer service orientation. Excellent verbal and written communication skills. Good information technology skills.		Application Form Interview/Selection Process
Specific behaviours relevant to the post	Adaptable and flexible approach. Reflect a positive attitude. Drive and enthusiasm. Ability to work on own initiative.		Interview/Selection Process
Other requirements	Knowledge of relevant information systems and information technology applications. Use of IT systems.	Knowledge of Homeless Legislation/Homelessness Reduction Act	Application Form Interview/Selection Process

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.