

Post Title: Homelessness Prevention Officer CC476

Evaluation: 489 points

Grade: N06

Responsible To: Housing Advice Centre Manager

Responsible For: N/A

Job Purpose: To assist people who are homeless or at risk of homelessness in obtaining suitable accommodation and/or related services which will enable families and individuals in need to be matched to suitable housing.

Main Duties: The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To assess the Authority's statutory duties to clients who present as homeless or at risk of homelessness.
- 2 To advise clients on the housing options available to prevent homelessness and/or further assistance that is available to them in order to obtain suitable accommodation or support.
- 3 To undertake case work ensuring that families and/or individuals receive appropriate support that is consistent, integrated and of the highest standard.
- 4 To work within the statutory framework and comply with Directorate policies, procedures and guidance.
- 5 To update and maintain computer and written records in accordance with Directorate guidelines ensuring the quality of the information noted is accurate and up to date.
- 6 To establish and promote effective working relationships with external partners, agencies and other sections of the Directorate that will improve practice and outcomes for individuals and families.
- 7 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.