**Housing Income Management Advisor**

**Vacancy ID: 009892**

Salary: £20,344 - £21,589 Annually

Closing Date: 31/03/2019

**Benefits & Grade**

Band 6 from 01/04/2019

**Contract Details**

Permanent

**Contract Hours**

37 hours per week

**Disclosure**

The successful applicant will be subject to a Standard DBS check

**Job Advert**

You will work as part of the Housing Income Team, delivering effective income management services to our tenants and supporting the Housing Income Management Officers.

You should have approximately 2 years’ experience of working in a housing environment relating to rent collection and recovery of former and current arrears.

Highly effective communication skills are essential in this role, together with the ability to organise and prioritise workloads to meet performance targets. Experience of working in sometimes difficult environmental situations with clients who have challenging behaviour is also essential.

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

For a further informal discussion, please contact Julie Donkin, Team Leader – Income Management, on 01325 406931.

An online application form and further information are available from [www.darlington.gov.uk/jobs](http://www.darlington.gov.uk/jobs). Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: recruitment@xentrall.org.uk