

Newcastle City Council

Job Description



Post Title: Lead Practitioner – Housing Services CC395

Evaluation:

Responsible To: 581 points

Grade: N09

Responsible For: Housing Services Manager

Job Purpose: N/A

Main Duties:

To assist the Manager to ensure Housing Services are effectively developed and delivered to a high standard or preventative measures and support are delivered by providing professional advice and guidance to officers/external partners that will improve outcomes for individuals and families in housing need.

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 co-ordinate case management of people in acute housing need and to provide professional advice and guidance to team members within the following areas:
 - Temporary Accommodation Services;
 - Homelessness Prevention;
 - Complex Needs;
 - Chronic Exclusion;to ensure that the services provided are consistent, integrated and are of the highest standard.
- 2 To lead the management of complex and sensitive cases ensuring that families or individuals receive appropriate support.
- 3 To ensure all aspects of the service comply with the requirements of Safeguarding Children and Vulnerable Adults.
- 4 To develop, implement and maintain quality assurance methods and systems in relation to Housing Services that will ensure that service specifications meet the delivery model.
- 5 To contribute to the development and implementation of strategies and policies in relation to Housing Services, including the interpretation of national policies to enable effective delivery at a local level.
- 6 To develop and maintain positive and collaborative relationships with all relevant external agencies and stakeholders that will improve practice and outcomes for families and individuals.

- 7 To monitor the allocated budget in accordance with the Authority's financial procedures.
- 8 To prepare and present to the Management Team, relevant advice and information to assist with the overall evaluation of services against the required outcomes.
- 9 To ensure where appropriate the building is safe and secure and provide off site cover in the absence of the manager.
- 10 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
- 11 To promote and implement the Council's equal opportunities policy in all aspects of employment and service delivery.