

Job Description

Post Title: Homeless Prevention Officer

Evaluation: 532 Points

Grade: N7

Responsible to: Housing Assessment & Advice Manager

Responsible for: N/A

Job Purpose: To carry out the local authorities' statutory duties to prevent and relieve homelessness. This will require a full assessment of a households' housing and support needs including the completion of an Inclusion Plan (personal housing plan). The primary purpose of the role is to work with households and partner agencies to prevent homelessness or where this is not possible provide advice and support to obtain suitable and sustainable homes to relieve homelessness and to prevent future homeless presentations, ensuring the council's statutory duties and policy commitments are fulfilled.

Main Duties: The following 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 Assist the Housing Assessment and Advice Manager to provide a comprehensive, effective and efficient housing advice and homeless prevention and relief service including input into the development of policy and procedures.
2. Interview, assess and make decisions on all households who present as homeless or at risk of homelessness fulfilling the council's statutory duties and policy commitments
3. Advise clients on their housing and support options available to prevent homelessness and/or relieve their homelessness
4. Undertake casework to ensure that households receive appropriate advice and support that is consistent, integrated and of the highest standard
5. Work with internal and external partners to find solutions to prevent and relieve the households' risk of homelessness. Provide exception reports to identify opportunities to enhance the council's aim to make the prevention of homelessness everyone's business
6. Work to secure the most cost effective solution to prevent and relieve homelessness including using homelessness prevention budgets
7. Update and maintain records in accordance with statutory requirements and Council policy; ensuring the quality of the information is accurate and up to date

8. Promote effective working relationships with internal and external agencies that will improve practice and outcomes for households. Where required represent the service and contribute to meetings, working groups and attend partnerships
9. Promote and implement the Council's Equality Policy
10. Assist in maintaining a healthy, safe and secure working environment in accordance with the Council's policies and procedures