**Job Description**

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| **Job title** | Homeless Reduction Officer |
| **Grade** | 5 |
| **Service/Team** | Housing Service  Housing Options Team |
| **Main purpose of job** | * To carry out homeless assessments by assessing housing needs of Domestic Abuse Cases whilst regularly reviewing them throughout the process. * To maintain and develop a good knowledge of homeless legislation, the Homelessness Reduction Act 2017, case law and statutory guidance. * To manage all high risk Domestic Abuse cases, providing relevant support to ensure Personalised Housing Plans are effectively delivered. * To ensure customers are moved on from Temporary Accommodation in a timely manner. * To attend MARAC meetings and any other relevant meetings including child protection conferences and safeguarding meetings. |
| **Key responsibilities** | * To manage own caseload of Domestic Abuse cases * To maximise a customers income and ensure properties identified are affordable, suitable, and meet the needs of the family composition. * To ensure appropriate referrals are completed for a range of functions including Safeguarding, Adult Social Care, MARAC, MDT’s and child protection and attend any meetings relevant to a case providing necessary information. * To manage, maintain and update systems with any involvement on a case and ensure recording is relevant and accurate in line with processes and procedures. * To make statutory homeless decisions on cases within legislation timescales ensuring letters are detailed and correct. * Identify long term accommodation for customers to minimise need for Temporary Accommodation |
| **Key tasks** | * Undertake housing needs assessments, develop Personalised Housing Plans and review them regularly. * To deliver general needs housing advice by identifying options relevant to the duty a customer is placed in. * To answer all queries relating to Domestic Abuse Cases * To engage and liaise with internal and external bodies around accommodation solutions and support. * To make appropriate referrals to accommodation providers within given timescales. * To work with customers and accommodation /support providers to ensure PHP’s deliver successful outcomes. * To move customers on from Temporary Accommodation within timescales. * To attend all MARAC meetings and any other relevant meetings |
| **Responsible for staff/equipment** | Laptop / Mobile Phone |
| **Other duties/specific policies e.g. DBS** | * The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies. * The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation. * The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council. * The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information. * To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council * To contribute to the Housing Options out of hours service |