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| mJob Title: | Housing Support Worker |
| Reports to: | Line Manager |
| Salary | £10.31/hr |
| **Job Purpose:**  **This is a part time post – 24 hours a week spread over 3 days.**  To provide housing related support to our residents to enable them to maintain their accommodation and to achieve their aspirations for life and independent living. (Our accommodation runs on a licence agreement opposed to a tenancy agreement. Training will be provided!)  MAIN DUTIES AND RESPONSIBILITIES   1. **Housing Management:**    1. Identify residents’ individual housing management needs (e.g. rent arrears, benefit issues, anti-social behaviour, maintaining accommodation, etc.) initially and on an ongoing basis; and, through consultation and agreement with the resident, devise and implement suitable action plans to ensure that identified needs are met.    2. Encourage and empower residents to maintain their accommodation and live as fully, independently and as sustainably as possible within the local community. Provide information, emotional, organisational and practical housing related support and training as appropriate.    3. To carry out risk assessments as and when necessary due to the changing needs and aspirations of residents.    4. Encourage and support residents to understand and comply with the terms of their Licence agreement with Exaireo and in consultation with line management, take agreed action on any breaches in line with Exaireo Policies and Procedures.    5. Organise and provide appropriate assistance for residents moving in or out of Exaireo accommodation; including signing-up, induction, housing benefit claims and settlement into their new home and other tenancy processes to ensure this is a success    6. Liaise with other housing, health and social care professionals, benefits, welfare and advocacy agencies and other landlords as appropriate.    7. Support residents to engage with Exaireo’s voluntary work experience or training and other beneficial activities to enhance employability.    8. Participate in the assessment and selection of residents ensuring that good practice and equality of opportunity is followed.    9. Support residents to actively contribute to the running of their own home, carrying out room checks and house meetings. Where applicable address poor behaviour and housing management issues through key work sessions. Reporting any maintenance or security issues promptly.    10. Ensure that all key work data records are kept in the required manner and up to date.      * 1. Liaise with the management team as required on any other housing management matters.   2. Be on the out-of-hours on-call rota (negotiable)  1. **Staff & Team Working**    1. Work within a team, supporting colleagues and attending team meetings, recording and sharing information appropriately and confidentially.    2. Keep up to date with issues relevant to housing & housing related support, welfare benefits and other relevant legislation.    3. To undertake all core training required for this post and other training and professional development activities as required.    4. Undertake other delegated tasks and responsibilities that fall within your capabilities.    5. Work within, and promote, the policies and procedures of Exaireo Trust.    6. Maintain confidentiality about residents, staff and the Company as a whole.    7. Help cover the work of the team, during absence, vacancies, or when a colleague is under pressure.    8. Liaise and coordinate with other team members to provide a cohesive, high quality service.   **It is an occupational requirement that the post holder is a practising Christian, holds a full driving licence and has transport as some of the role involves taking service users to appointments etc.** | |