



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Leaving Care Resettlement and Homeless Prevention Officer	Grade: Scale PO1
Section: Children and Families	Directorate: Children's Services
Responsible to following manager: Service Manager Leaving Care	Responsible for following staff: None
Post Number/s:	Last review date: April 2024

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

- To reduce the number of Care Experienced young people currently facing or at risk of homelessness or living in temporary/emergency accommodation. This includes supporting young people leaving custody or those experiencing tenancy or accommodation instability, as well as those who are already in emergency accommodation.
- Supervised by the Service Manager for Leaving Care, the postholder will carry a caseload of Care Experienced young people currently in emergency or temporary accommodation OR those in **non-settled** accommodation at serious risk of homelessness.

- The postholder will work to reduce the number of Care Experienced young people housed in emergency or temporary accommodation.
- Liaises with the allocated PA, professional network, Leaving Supported Accommodation Pathway Officer, Leaving Care Accommodation Procurement and Development Officer and the Leaving Care Settled Accommodation Pathway Officer to support the young person into an appropriate accommodation solution in either social or private sector housing.
- Acts as one of the referral sources for the **Leaving Care Accommodation Procurement and Development Officer to support young people to access Private Sector settled Accommodation where appropriate.**
- Manages the 2 emergency 'Crash Pad' Beds in partnership with the other housing officers within the service.

Specific Duties and Responsibilities

- Works dynamically and proactively for a period of 3 months with an allocated caseload of 15 young people to prevent homelessness occurring when there is a risk of tenancy breakdown, where homelessness has already occurred, where appropriate housing options are not easily accessible (such as those YP not able to reside in Borough) or where resettlement (following release from custody) is required. Works in partnership with their allocated Temporary Accommodation officer, PA and professional network to identify accommodation options and divert the young person into suitable accommodation or stabilise their tenancy.
- Through supervision, provides a monthly update on support needs analysis for DfE funding returns
- Facilitate young people at risk of homelessness to move back into supported accommodation or to support young people to access settled accommodation in the private sector, alongside the Leaving Care Settled Accommodation Pathway Officer
- Can refer young people directly to the Leaving Care Accommodation Procurement and Development Officer to identify suitable private sector accommodation
- Supports young people who have been long-term in temporary accommodation to access suitable accommodation.
- Works alongside Housing to utilise Pan London arrangements and protocols for young people unable to reside in locations due to issues such as Gang Affiliation or Domestic Abuse.
- Alongside the other Housing officers within the Leaving Care Service, offers a regular reflective clinic for PAs who have young people with any housing issues
- Manages referrals for the crash pad and is responsible for moving young people from that resource into alternative suitable accommodation in the prescribed timescale. Is the lead contact within the Local Authority for the Crash Pad beds.
- Undertakes Income Maximisation work to ensure that all appropriate benefits have been claimed by the young person and that any barriers to accommodation, such as historical arrears, are being robustly addressed.



- Records all work on Mosaic to an expected standard.
- Delivers training to Professionals and Young People about homelessness and Homelessness Prevention.
- Undertakes joint supervision with PAs on a regular basis to promote better outcomes and to consider, where appropriate, whether eligibility for Adults Social care has been met due to presenting needs.
- Collates and provides KPI data for the DfE with regards to the Homelessness Reduction work undertaken

Direct Housing Support

- To work directly with young on allocated caseload to prevent homelessness or to access stable accommodation. This includes but is not limited to: regular purposeful direct interventions and 1:1 work that addresses the cause of the homelessness, arrears resolution including liaising with Housing Benefit staff, advocacy and mediation, Joint working with Housing Colleagues and the allocated PA to deliver Pathway Plan targets, contribution to the Pathway Plan for any young person that requires their input, ensuring that young people access their statutory entitlements
- To work alongside the young people, allocated workers in Children's Social Care and Housing and any other member of the professional network to try and resolve ASB problems which might put a young person at risk of homelessness.
- To work with the Homeless Person's Unit to move young people out of Temporary/emergency accommodation.
- Liaise directly with the Leaving Care Accommodation Procurement and Development Officer to maximise the use of the private sector as a Housing Solution for young people for whom it is appropriate.
- Liaises with the Leaving Supported Accommodation Pathway Officer, Leaving Care Accommodation Procurement and Development Officer and the Leaving Care Settled Accommodation Pathway Officer to support the young person into an appropriate accommodation solution in either social or private sector housing.

Supervision

- To ensure attendance at personal supervision and attend line management meeting as required.
- To attend Group Supervision sessions with PAs and other professionals as and when deemed appropriate by reporting manager.

Generic Duties and Responsibilities

- Contact with all Wandsworth managers and Future First managers and staff, both at Wandsworth Town Hall and Future First offices.



- To keep Reporting Managers up to date regarding Housing Issues for Leaving Care Service.
- To maintain accurate case records on Mosaic that reflect all work undertaken with allocated caseload.
- To maintain accurate spreadsheets and data for areas of responsibility including KPI data for the DfE.

Additional Information

- To be fully aware of and understand the duties and responsibilities arising from the Children Act 1989 and amendments 2004, Leaving Care Act 2000 and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the Council.
- To have a working understanding of relevant Housing Legislation and Wandsworth Council Housing Policies.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role.
- To ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding children and young people.
- Generally, promote the services of the department by assisting the public in person or by telephone in a helpful and courteous manner.
- Carry out all duties in accordance with Richmond and Wandsworth SSA Equal Opportunities policy with respect to the staff and public actively promoting equality and seeking to prevent and overcome disadvantage and discrimination.
- To be responsible for own professional development and attend training in agreement with your line manager.
- To embrace and carry out your work in accordance with the SSA's staff Behaviour and Values requirements.
- To undertake any other duties as required commensurate with the post.



Person Specification

Job Title: Leaving Care Resettlement and Homeless Prevention Officer	Grade: Scale PO1
Section: Children and Families	Directorate: Children’s Services
Responsible to following manager: Service Manager Leaving Care	Responsible for following staff: None
Post Number/s:	Last review date: April 2024

Our Values

- THINK BIGGER
- EMBRACE DIFFERENCE
- CONNECT BETTER
- LEAD BY EXAMPLE
- PUT PEOPLE FIRST

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Systematic working knowledge of Children Act 1989, 2004 and Children (Leaving Care) Act 2000 updated 2018. Homelessness Reduction Act 2017.	X		A&I
Wandsworth Borough Council Housing Policy and National Housing legislation as it relates to Care Experienced young people.	X		A&I
Trauma Informed Practice Trained.		X	A&I



Experience	Essential	Desirable	Assessed
Knowledge and experience of working with young people who have left Care.	X		A&I
Experience of working with local authority Housing Department, voluntary sector housing.	X		A&I
Experience of providing high quality reflective professional supervision.		X	A&I
Skills	Essential	Desirable	Assessed
Negotiation skills in working with Commission teams from the voluntary Housing sector.		X	A&I
Qualifications	Essential	Desirable	Assessed
Good levels of numeracy and literacy.	X		A&I

- A – Application form / CV
- I – Interview
- T – Test
- C - Certificate