

## Role Description



<b>Job Title</b>	Supported Housing Officer
<b>Service</b>	Lowestoft Next Steps
<b>Responsible to</b>	Lead Supported Housing Officer
<b>Reporting Roles</b>	Not applicable
<b>Purpose</b>	To deliver supported housing services
<b>Base</b>	Lowestoft
<b>Starting Salary</b>	£23,846 pro rata
<b>Working Hours</b>	22.5 hours per week

### Job Overview

The primary purpose of the Supported Housing Officer role in this service is to work with homeless individuals and couples within a short-term accommodation residence in the Lowestoft area. You will work with those accommodated by the scheme, supporting them to make positive change and achieve independence. You will support the Service Users to gain life skills and meet their goal to move on to independent living. You do this by working with them on their own individual support plan, with support for each individual between 5 and 7 hours per week. Support planning activities will include areas such as health, budgeting, training and employment.

This role covers the Lowestoft area and access to own transport is essential. The service will be operational between the hours of 9am and 8pm so some flexibility will be required.

### Responsibilities and Duties

Key duties include:

- Providing support to individuals to bring about positive change and reduce any barriers preventing them from moving on to independent living.
- Providing flexible support using an asset-based approach - this recognises the strengths of individuals and supports them to build upon these.
- Ensuring that support is delivered in a way that empowers individuals to take ownership of their lives.
- Liaising with relevant partner agencies in order to meet the needs of the individuals and increase the options available to them in moving on within two years.
- Liaising with the property owners and maintenance teams to ensure all necessary repairs and health and safety duties are completed.

### Skills, qualifications, knowledge and understanding required

Knowledge of the following would be beneficial:

- Support planning
- Tenancy management
- Housing pathways across Suffolk and in other areas based on individual need.
- Risk assessment and risk management
- An ability to work in a solution focused way
- Ability to challenge and change entrenched patterns of behaviour
- Confidence to challenge other service providers
- To develop and maintain a good working knowledge of current welfare benefits

- Working to targets and deadlines
- Safeguarding Adults and Children

**Additional requirements**

- Must have a full driving license and access to own transport.
- Working hours: 3.30pm – 8pm, Monday to Friday