

Role Description



Job Title	Supported Housing Officer
Service	Housing Services
Responsible to	Operational Co-ordinator
Reporting Roles	Not applicable
Purpose	To deliver supported housing services across Suffolk
Base	Martlesham Heath, Ipswich (but role will require travel to Lowestoft and across Suffolk)
Starting Salary	£22,854 pro rata
Working Hours	30 hours per week

Job Overview

The primary purpose of the Supported Housing Officer role is to work across our Housing Services and support the Service Users to make positive change and gain life skills and meet their goal to move on to independent living.

You would support Service Users to gain life skills and meet their goal to move on to independent living. We do this by working with them on their own individual support plan for around 5 hours a week, helping them to meet their ambitions in areas such as health, budgeting, training and employment.

This role will involve working various housing services including but not limited to rough sleepers, people fleeing domestic abuse, single homeless and refugees depending on the service need.

This role covers both Ipswich and Lowestoft so access to own transport is essential.

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.
- Managing rent and service charge payments from residents in line with their Tenancy or License agreement.

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.