

Role Description



Job Title	Supported Housing Officer
Service	Temporary Housing
Responsible to	Operational Co-ordinator
Reporting Roles	Not applicable
Purpose	To deliver specialist supported housing services in Suffolk & Essex
Base	Martlesham Heath, Ipswich
Starting Salary	£23,846
Working Hours	Full Time

Job Overview

The primary purpose of the Supported Housing Officer role is to work across our Temporary Housing Service 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, helping them to meet their ambitions in areas such as health, budgeting, training and employment.

This role covers Ipswich and wider Suffolk so a full driving license and access to a vehicle are 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.
- Supporting tenants to manage their accommodation.

Skills, qualifications, knowledge and understanding required

Knowledge of the following would be beneficial:

- Support planning
- Tenancy management including Health & Safety compliance.
- 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.