

## Job Description

### Housing Officer Leaving Care Service

<b>Service:</b>	Children and Young People's Service	<b>Team:</b>	Development Team-Leaving Care Service
<b>Location:</b>	County Worker		
<b>Salary range:</b>	£21,748- £25,481	<b>Grade:</b>	6
<b>Reports to:</b>	Development Team Manager	<b>Staff responsible for:</b>	N/A

#### Job Purpose

To work with Lancashire's Leaving Care Service and its Partner's to provide additional support to care leavers to improve accommodation outcomes, stability and reduce homelessness. To help further develop joint working between the Leaving Care Service, District Housing services and partner agencies

#### Responsibilities

- Work with young people to address their housing needs. Facilitate tenancy ready courses, effective preventative work and intervention and complete statutory tasks
- Work alongside the Leaving Care Personal Advisers and Children in Our Care Social Worker's to provide housing advice and solutions for young people transitioning to independence or living independently.
- Work in collaboration with partner agencies to develop local protocols to support care leavers into accommodation, identify, challenge and overcome barriers of accommodation and housing pathways for our young people
- Collate, record, maintain and understand relevant data to support the accommodation and housing pathways of our young people.
- To help support the establishment of housing panels across the Districts
- To promote Lancashire's Care Leaver Local offer so care leavers are aware of their Rights and Entitlements
- Promote equality and diversity to make sure that all children young people and families are treated with dignity and respect when receiving children's services.

## Core Tasks:

- Support young people to gain knowledge around tenancy management and their rights and responsibilities as a tenant by delivering a 'Renting Ready' course to individual young people or in a group setting.
- Hold a weekly housing advice drop-in for Personal Advisers and Social Workers
- To maintain accurate records and oversee required data reports for Ministry of Housing
- Work within Ministry of Housing expectations and within the outlined Rough Sleeper Initiative plan.
- Work alongside Personal Advisors to address the housing needs of care leavers
- Work with young people who have been referred for housing support due to homelessness
- Work with young people to prevent future housing issues and prepare them to manage tenancies
- Develop housing protocols with local district councils
- Engage with housing providers and seek local housing options for young people
- Keep up to date records of interventions
- Work in partnership with children, young people parents, carers, other agencies and professionals, through effective communication and consultation networks.

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

## Our Values

**We expect all our employees to demonstrate and promote our values:**

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Lancashire County Council  
 Person Specification: (Grade6)  
**Housing Officer Leaving Care Service**

Requirements	Essential (E) or Desirable (D)	Identified by Application Form (A) or Interview (I)
<b>Qualifications:</b>		
Professional and/or academic level 3 qualification or equivalent or substantial experience in a relevant technical, specialised or operational field	E	A
<b>Experience:</b>		
Experience of, or the ability to demonstrate the competence to, work directly with individual young people and families to identify and assess their needs and make appropriate planned responses which seek to improve outcomes.	E	A/I
Experience of working with a wide range of other professionals to develop and deliver shared initiatives for young people and families	E	A/I
Experience of working with young people within a housing related environment	D	A/I
Experience of working with relevant IT systems for managing data	E	A/I
<b>Knowledge and Skills:</b>		
A good understanding of legislation, policies and procedures relating to Care Leavers	E	A/I
A thorough understanding of current housing legislation	E	A/I
Empathy and sensitivity to the needs arising from young people facing crisis	E	A/I
Ability to build and maintain effective networks and relationships	E	A/I
Effective analytical, assessment and critical reflection skills	E	A/I
Ability to work as member of a team.	E	A/I
Ability to work without close supervision.	E	A/I
<b>Other (including special requirements)</b>		
1. Commitment to equality and diversity.	E	I
2. Commitment to health and safety.	E	I
3. Display the LCC values and behaviours at all times and actively promote them in others.	E	I

<ul style="list-style-type: none"><li>• This is an essential car user post</li></ul> <p><i>You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive</i></p>		A
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