

Job Description and Particulars of Appointment**1a. Details of Post**

- Job Title: Homeless Prevention Support Worker (Temporary for 2 years but may be extended)
- Post Number: TBC
- Grade and SCP: Grade 8 (£33,119 - £34,811)
- Corporate Function: Children's Social Care & Safeguarding

1b. Service Area & Team

Shropshire Council is undergoing a large-scale transformation programme aimed at 'Creating a Better Future', which puts improving the quality of life of all local people at the heart of everything we do.

Their satisfaction will drive our decision making and we are committed to changing for the better, by working together in new ways across the whole council and with our local partners. Front line services will be empowered to make decisions on the best form of service delivery and will have control of the necessary resources to do so.

As a member of the Children Social Care and Safeguarding Service, you will support the transformation programme in line with the Council's visions, values and strategic objectives.

Shropshire Council is an agile organisation that embraces innovation to address the changing requirements of the Council, changes affecting the workforce and puts improving the quality of life of all local people at the heart of everything we do.

Shropshire Council is concerned with promoting a healthy, caring and inclusive society within Shropshire. This will be carried out through partnerships and collaborative working with health, housing and the private and independent sector.

We aim to provide quality and good value for money services, to help people and their carers to have as independent and full life as possible. Our Vision is for all children and young people to be happy, healthy, and safe reaching their full potential, supported by their families, friends and the wider community.

In Children's Services we promote Early Help as a primary way of working with children and families to prevent risk of harm and complexity of need increasing. We want to ensure children and families are supported to achieve a safe and happy family life providing support at the lowest level at the earliest opportunity.

Where children are identified at risk of suffering significant harm or in need of Local Authority Care we will work with our partners to provide timely and effective intervention to support and challenge parents to achieve sustainable change.

We will always have the welfare of the child as paramount and where change cannot be effected, we will take timely action to ensure children are cared for in a permanency care arrangement that offers them the protection, stability and good quality care they need to enable them to achieve against the every child matters outcomes.

The Leaving Care Team work with relevant, former relevant, and eligible young people between the ages of 16 and 25 years, who require the support advice and assistance for transition into independence and adulthood. Working with the Care Leaver is crucial to the identification of needs and development of the pathway plan, liaison with multi-agency and coordination of services is a crucial part of identifying the appropriate service to respond to the Care Leavers needs at the right time.

2. Level & Purpose of Post

This post is accountable to the Service Manager for Looked After Children and Leaving Care, and will be supervised by the Leaving Care Team Manager.

The Homeless Prevention Support worker will co-work a small case load, ensuring the Care Leaver is at the centre of all assessment, planning and support provided. Duties will involve completion of needs assessments, development of a housing support plan, review of the plan as appropriate and where significant events occur. There will also be liaison with social workers, personal advisers and other professional agency colleagues, such as housing, probation, or the Police, who are assisting and providing services for the Care Leaver.

The post holder, where requested, will provide advocacy for the Care Leaver to ensure their needs are being responded to, and services are provided, to ensure their housing needs are met and to avoid homelessness where possible. The relationship built with the Care Leaver is important for the outcomes to be achieved with the young person.

The Homeless Prevention Support Worker will support previously looked after young people who are homeless, or at risk of homelessness, to source suitable accommodation or maintain their current accommodation by supporting them to address their debts, behaviour, substance use, mental health. The post holder will work alongside Personal advisers and colleagues from our housing team.

The post holder will be expected to maintain a database, produce quarterly reports and attend homeless prevention meetings with colleagues from other authorities who are also receiving this government funding to reduce homelessness amongst the care leaver population

3. Key Responsibilities

The post holder will :

- be responsible to the Leaving Care Team Manager who is, in turn, responsible for the post holder's health and safety, training and development.

4. Main Duties

- Co-work a caseload of young people who are Care Leavers, as defined under the Leaving Care Act 2000, and provide services to those young people aged 17-25 years who are or have been looked after by the Local Authority.
- To co-produce a Housing Support Plan for each young person in line with procedures and statutory guidance, ensuring they are outcome focused, set SMART targets that focus on achieving independence and transition to adulthood and assist in the identification, delivery, and achievement of the goals
- Undertake needs assessments with the Care Leaver to inform the Housing support Plan and identify appropriate provision support and resources to meet the outcomes required.
- To liaise with the Team Manager and Senior Officers on complex cases.
- Monitor caseload and report any significant changes to the Team Manager or Senior Officer where required.
- To work towards achieving internal and external performance indicators
- To develop knowledge and awareness of relevant supporting legislation and guidance to inform the Homeless Prevention Support worker role.
- To respond to identified needs and promote better outcomes for Care Leavers by providing opportunities and helping them to make a successful transition to adulthood and enabling them to manage their accommodation well.
- To regularly review and respond to significant changes in the needs of the Care Leaver ensuring their plans are updated to reflect the need identified
- To be the advocate for Care Leavers with other statutory agencies, including Housing, Benefits agencies, Probation, Colleges and Universities, Health and Emotional Well Being Services, Adult Services etc.
- To assist with the setting up of Care Leavers in independent accommodation, with financial and practical arrangements.
- To visit and spend time discussing the transition to living alone and managing their properties.
- To work with Care Leavers where they are living, this may require distance travel across the county and out of the county distance travel.
- To liaise with private landlords, when needed, to secure suitable and safe accommodation.
- To assist in the building of support networks for the Care Leaver to live independently
- To provide practical and emotional support to the Care Leaver in response to their need.
- Maintain accurate and comprehensive records using necessary forms and specific IT systems
- To work closely with all members of the Leaving Care Team, Looked After Children's Service, Housing and Adult's Service to help develop and ensure the efficient operation of service.
- To assist in the development of initiatives and projects to promote the development of independence skills for Care Leavers
- To attend and engage in supervision meetings with the Leaving Care Team manager, including group supervision
- To attend and contribute to Team meetings, services meetings and Development days.

- Any other duty in line with this post and at the direction of the Service Manager or the Head of Service Children's Social Care and Safeguarding.

These duties are illustrative and not exhaustive. The post holder will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

5. Performance & Customer Focus

The post holder will ensure they:

- adopt a customer focused approach when delivering their service, ensuring engagement with service users and maintenance of an appropriate personal profile,
 - act as an advocate for their service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
 - meet individual, service and personal development targets agreed through the Performance Review Process, learns from experience and is committed to continuous improvement individually and as an employee of the Council,
 - work with colleagues to meet the team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.

6. Conditions of Service

- a) The conditions of service are those laid down by the National Joint Council for Local Government Services, as amended from time to time and as adopted by the Council.
- b) The post is based in Shrewsbury, however Care Leavers live across the county and outside of the county, therefore the post holder will be expected to support the Care Leaver where they live
- c) This post is subject to the following:
 - The post is temporary for 24 months, for 37 hours per week, however this may be extended for a further 12 months
 - Normal office hours are 7am to 7pm Monday – Friday and 8-1 on Saturdays, flexible working is required and the need for occasional unsociable hours will be required, in response to the needs of the Care Leaver
 - The post is subject to the Council's annualised hours scheme as implemented within the specific work area.

- Additional payments do not apply
- d) This post carries eligibility to join the Local Government Pension Scheme. Information about this and other pension options will be sent with any formal offer of appointment.
- e) Annual leave entitlement is pro rata for 27 days per year (as from 1 October 2011) plus additional days for long service. Bank holidays also apply. A concessionary day at Christmas Bank Holiday is at the Council's discretion.
- f) The appointment is subject to 1 month's notice in writing on either side.
- g) The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.
- h) Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.
- i) It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the agreed rate of 45 per mile.

8. Pre-employment Requirements

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an **Enhanced Disclosure** from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once appointed, the successful applicant(s) will also be required to apply for an Enhanced Disclosure at pre-determined intervals during the course of their employment whilst in this post.

Supplying false information or failing to disclose relevant information could be grounds for refusal and could amount to a criminal offence.