

Job Description



Post: Young Persons Accommodation Officer

Post Number: U370

Department: Urban Regeneration and Housing Department

Grade: SCP 26-28



Responsible to: Housing Advice Manager/Young People's Team Leader

Purpose of the Post: To support young people who are homeless or at risk of homelessness to maintain their accommodation or placement to prevent further homelessness and exclusion. To act as the initial contact point with accommodation providers and statutory agencies.



Duties and Responsibilities:

1. To provide the first point of contact for young people known to Housing Options and Young Peoples Team with the primary purpose of sustaining young people's accommodation, preventing further homelessness and ensuring appropriate move on through strong liaison with accommodation and support providers.
2. To carry out an initial joint accommodation/support assessment on young people to ensure that they are adequately placed and supported.
3. To identify and refer directly to the Social Work Teams any young person who has additional needs and requires assessment under s(17) or s(47) of the Children's Act 1989 or where a young person has high level/complex needs.
4. To manage an active caseload of all young people in temporary accommodation to ensure that they are moving into permanent, sustainable accommodation in shortest timeframe possible.
5. To work in partnership with accommodation providers to deal with any issues arising and to liaise with caseworkers within the Housing Options/Young Peoples teams to ensure effective communication regarding placements and to ensure that the Housing Options and Young Peoples teams are informed of any potential early warnings that placements are at risk.
6. To ensure that both young people and providers are adhering to the terms of licence agreements and to mediate in relation to any problems between both parties to ensure that the young person retains their accommodation in a manner acceptable to the provider.





7. To work in close partnership with UnderOneRoof to promote good communication between applicants and the choice based lettings system, to support young people in assessing and making bids for available properties and to offer practical advice regarding making successful bids.
8. To conduct visits to young people in their homes or in any other place of residence.
9. To ensure that all information relating to active Housing Benefit claims is updated by young people and to ensure that young people , within specified timeframes, pay all service charges due to temporary accommodation providers.
10. To liaise with relevant agencies to highlight potential support needs of young people so that appropriate referrals are made to ensure tenancy sustainment and prevent repeat homelessness.
11. To represent the Housing Options and Advice Service/Children & Young Peoples Service at meetings and case conferences regarding young people in temporary accommodation, including Child in Need meetings where appropriate.
12. To attend both the Housing Options and Young Peoples Team meetings and to ensure good liaison with colleagues in relation to development of young people through services.
13. To ensure that confidentiality is maintained concerning applications and allocations and that information is only disclosed where necessary and according to procedure.
14. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
15. To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area of the post.
16. To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post.

This post is subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Date Prepared: November 2008

