

## **Job Profile**

**Job Title: Homeless Family Move On Adviser**

**Job Grade: Level 3, Zone 1**

**Salary Range: £36,141 – £40,817**

### **About Camden**

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

### **About the role**

To assist homeless families living in temporary accommodation to move on to alternative accommodation by providing the highest standard of housing advice and assistance with appropriate housing options in accordance with the homelessness strategy and housing allocations scheme and to enable delivery of the council's hostel development programme.

Example outcomes or objectives that this role will deliver:

- Maintenance of client group monitoring and move on performance data
- Achievement of challenging targets within defined timescales, for helping families to make positive moves from temporary accommodation, through provision of first class housing advice and support with the widest possible range of housing options.
- Through proactive, strengths based casework and joint working agree a personalised move on plan for households to move seamlessly and successfully, at the most appropriate time, to an affordable home suitable for their needs that is sustainable
- Completion of high quality, timely and accurate assessments in accordance with the Housing Act 1996 Parts VI and VII, Code of Guidance, caselaw and the council's strategies and policies (especially the homelessness placement policy and housing allocations scheme).
- Identify and address, directly and by appropriate referral, the families support, health, care, education, employment and other related needs
- Identify and address equalities needs of customers.
- Protect Council resources by detecting and preventing fraud.

- Develop and maintain a high degree of knowledge and understanding of the housing options available to homeless households including all types of temporary accommodation

### **About you**

- No formal qualifications are required but a high standard of general education attainment is beneficial.
- At least one year's experience of helping people with homelessness problems.
- Experience of and commitment to working within a multi-disciplinary partnership environment.
- Detailed working knowledge of Housing Act 1996 Parts VI and VII ((as amended by the Homelessness Act 2002, the Localism Act 2012 and Homeless Reduction Act 2017).
- Experience of lone working
- Working knowledge of data protection legislation and information sharing protocols
- Working knowledge of related legislation such as environmental health legislation, social services and welfare benefit.
- As Camden is a paperless and agile employer and the project will be data driven a high level of ICT literacy is required

### **Work Environment:**

- The role will primarily be based in a family hostel and expected to work across all temporary accommodation locations
- Home working is available at times in agreement with your Manager.
- Visits will be necessary, as required, to customers.

### **People Management Responsibilities:**

Not applicable

### **Relationships:**

- Ability to work proactively and collaboratively with external and internal colleagues in complex and changing relationships to ensure that customers receive the best possible overall service. This will include homeless accommodation procurement teams, floating support, hostel-based staff, children's and adult's social care staff, NHS, solicitors, benefits, housing management, employment advisers and more.
- Strive to achieve objectives and follow instructions set by Managers.
- Routinely put forward ideas for service improvement.

### **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

### **Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

### **Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

### **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

### **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG