

## Job Profile

**Job Title: Homelessness Prevention Advisor**

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

**Salary Range: £31,434 - £36,110**

### 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 prevent homelessness by providing the highest standard of housing advice and assistance with appropriate housing options in accordance with the homelessness accommodation strategy and placement policy. To support the private rented sector strategy through improving resident's housing conditions and sustaining tenancies.

Example outcomes or objectives that this role will deliver:

- Achievement of challenging targets for homelessness prevention through provision of first class housing advice and the widest range of housing options.
- Ensure through casework with applicants and landlords/agents and wider joint working that tenancies set up via Camden's PRS access schemes are sustainable and are sustained for as long as possible.
- Help people to avoid needing temporary accommodation and to leave it when placed as quickly as possible so that Camden has one of the lowest rates of households living in temporary accommodation in London.
- Completion of high quality, timely and accurate assessments in accordance with the Housing Act 1996 Parts VI (including a caseload of statutory Part VI reviews) and VII, Code of Guidance, caselaw and the council's strategies and policies (especially the homelessness placement policy and housing allocations scheme).
- Provide a casework service that contributes to improved wellbeing, resilience and reduced poverty through activities such as preparing prospective private renting tenants to sustain their new home.
- Ensure the needs of vulnerable children and adults accessing the service are met through the identification and addressing of support and care needs
- Identify and address equalities needs of customers.
- Protect Council resources by detecting and preventing fraud

### 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 housing problems.

- Detailed working knowledge of Housing Act 1996 Parts VI and VII along with the ability to draw upon case law are essential
- Working knowledge of related legislation such as Protection from Eviction Act, environmental health legislation and welfare benefit legislation

**Work Environment:**

- The role will mainly be based at 5 Pancras Square.
- Home working is available in agreement with your Manager.
- Visits will be necessary, as required, to customers.

**People Management Responsibilities:**

N/A

**Relationships:**

- Ability to work proactively and collaboratively with colleagues within and beyond the team to ensure that customers receive the best possible overall service.
- 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