

## Job Profile

**Job Title: Sheltered Assessment Officer**

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

**Salary Range: £30,893 - £35,488**

### **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. **You will be based in the Housing Management division, within Sheltered Housing. The service is responsible for managing Sheltered Housing Tenants and you will report into Sheltered Housing Manager.**

### **About the role**

To assess all applicants applying for sheltered housing within Camden, working closely with sheltered housing, registered social landlords and other support services as appropriate.

To present all sheltered assessments to the sheltered panel for consideration and to assist successful applicants in all aspects of the Choice based letting process as necessary

### **About you**

#### **Knowledge:**

- To have good communication skills both verbal and written and be able to use a range of information technology within service delivery
- Good organisational skills and able to prioritise work as appropriate and work under pressure
- Knowledge of and ability to assess the needs of older people and to sign post to appropriate support services

#### **Skills and Behaviours:**

- Ability to liaise effectively with people both internal and external to the council including service users, family/friends
- Ability to work jointly with applicants, professionals, family advocates and to ensure applicants needs are met
- Ability to work effectively as part of a team, participate in supervision and all service reviews
- Ability to take part in quality assurance processes including monitoring and provision of statistical information for senior managers
- Ability to use initiative to manage conflicting priorities and deal appropriately with emergencies in line with agreed procedures
- Ability to keep detailed electronic records and notes including regular updates on all required databases

- Ability to follow and understand health and safety policies and procedures and the ability to ensure the implementation at all times
- Ability to deliver excellent quality work within strict deadlines and plan and prioritise work
- Ability to maintain professional standards and relationships
- Ability to understand and respect other people's opinions

#### **Experience:**

- Experience of working with older people and a commitment to the promotion of their independent living in the community
- Experience of assessing needs and suitability of older and/or vulnerable people against an agreed criteria

#### **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**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and minority ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. For further information on our commitment to Diversity and Inclusion please [click here](#).

#### **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,