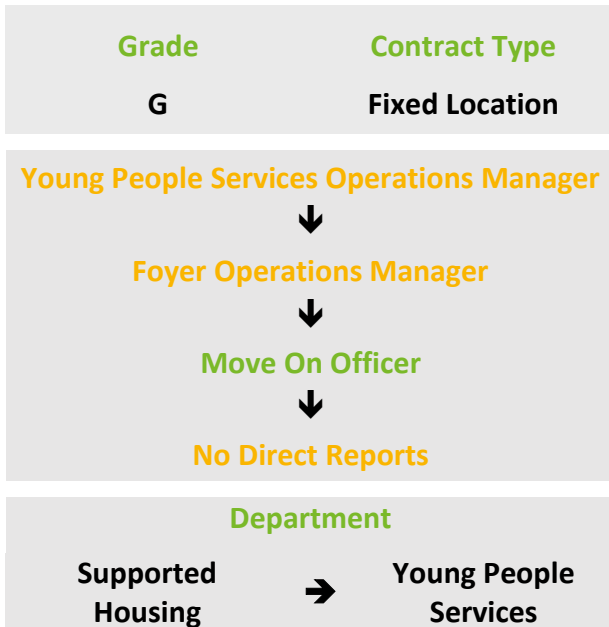


Move On Officer (YPS)



Role Overview

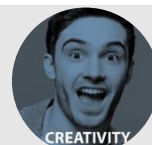
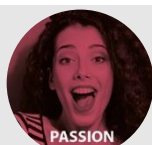
Support customers in the community to maintain their tenancy and achieve the transition to independence.

Subject to Enhanced Disclosure & Barring (DBS) Check incl Child Barred List

RESPONSIBILITIES

- Prepare Foyer customers to move into independent tenancies through the delivery of the move on programme.
- Support customers with setting up their own home, assisting to set up utility accounts & other household obligations.
- Provide housing management and welfare benefit support & guidance, signposting/making referrals to appropriate agencies.
- Enable customers to become self-sufficient, providing appropriate guidance.
- Establish excellent partnership working to enable multi-agency support/liaise & update partners regularly, attend meetings.
- Support customers to report maintenance issues to their respective landlord.
- Update customer files, incorporating support plans & reviews, risk assessments & regular contact reports.
- Attend statutory meetings as required including producing updates or reports for these meetings.
- Understand and adhere to Safeguarding procedures, always reporting concerns to the relevant internal & external designated safeguarding contact.
- Undertake additional duties appropriate to the role and/or grade.

Our values



Creating more places for people to thrive and be recognised as a sector leading landlord

STRENGTHS

- ✓ Ability to relate to vulnerable service users, with ability to demonstrate empathy towards young people
- ✓ Ability to work unsupervised, using own initiative
- ✓ Strong attention to detail, with the ability to work accurately with figures
- ✓ Ability to use full range of IT packages
- ✓ Good interpersonal and communication skills with the ability to relate to a wide range of people
- ✓ Good administration and organisational skills and ability to prioritise a busy workload
- ✓ Ability to professionally represent the organisation and network with other agencies and develop relationships

ESSENTIAL REQUIREMENTS

- ✓ Knowledge of Safeguarding and risk assessments
- ✓ Knowledge of housing options, social housing sector
- ✓ Knowledge of social welfare reform and benefits
- ✓ GCSE Maths and English (or equivalent)

BENEFICIAL TO THE ROLE

- ✓ Awareness of housing legislation: The Housing Act & The Housing Reduction Act 2017
- ✓ An understanding of the Care Act 2014
- ✓ Experience working with vulnerable people
- ✓ Knowledge of safeguarding and risk assessment applicable to young mothers/expectant young people and babies
- ✓ Experience of funding and / or fundraising