

<b>Post:</b>	<b>SHPS Caseworker</b>
<b>Delegated Authority</b>	<b>Level 7</b>
<b>Team:</b>	<b>SHPS</b>
<b>Responsible to:</b>	<b>Service Manager / Team Manager</b>
<b>Responsible for:</b>	<b>N/A</b>

### **Job Purpose**

The Single Homeless Prevention Services' (SHPS) in Islington, Enfield and Waltham Forest work with clients who have been referred by the Council Housing Options teams to secure settled accommodation.

The role is to provide effective, high quality support to a caseload of clients to help them prevent or relieve their homelessness and then sustain their accommodation. Caseworkers hold responsibility for developing holistic, coproduced Personal Housing Plans that facilitate the achievement of defined outcomes. The role requires close partnership working and the ability to deliver focused, time sensitive and effective housing interventions.

### **Key Accountabilities**

#### **1.0 Assessment**

- 1.1 To undertake comprehensive assessments that lead to focused and co-produced Personal Housing Plans for each client
- 1.2 As appropriate undertake the assessment and completion of high quality risk management plans for clients utilising information from a range of stakeholders and the client themselves.
- 1.3 To minimise risk to clients by identifying, reporting and following up any safeguarding concerns.
- 1.4 To provide a comprehensive handover of risk to other professionals who may be involved with cases.

#### **2.0 Support Planning**

- 2.1 To work with clients to ensure an individual package of support is provided in a way that is focused and allows the client to function independently.
- 2.2 Support should be delivered in a strengths based manner with clear defined support objectives outlined leading towards agreed goals.
- 2.3 Support must be focused on achieving defined outcomes, namely the prevention or relief of homelessness and the sustainment of subsequent tenancies for at least eight months.

#### **3.0 Information Management**

- 3.1 Produce, maintain and record accurate, relevant and up to date information including recording all contacts with clients appropriately to promote effective service delivery and evaluation. Ensure recording systems are up to date for periodic service reviews and service development and that client information is recorded in line with the GDPR.
- 3.2 To ensure the timely and effective recording of information required to evidence client outcomes, contacts and any other related Key Performance Indicators for the service.
- 3.3 To comply with and follow any information management processes or procedures within SHP and externally if using partnership agencies databases/systems.

#### **4.0 Partnership working**

- 4.1 To proactively liaise, communicate and negotiate with internal and external specialists and external agencies in order to maximise client support services, resources and funding.
- 4.2 To take personal responsibility for a professional approach that enhances the reputation of the service at the project both internally and externally.
- 4.3 To work effectively with the local housing options team to ensure clients referred to the service are suitable and where not, why this is the case.

#### **5.0 Social Inclusion**

- 5.1 To assist service users to develop life skills and partake in meaningful occupation activities to promote increased independence and involvement with the community.
- 5.2 To actively identify new opportunities for SHP clients that supports their own independence and involvement in the community.

#### **6.0 Health and Safety**

- 6.1 To be aware of the roles and responsibilities and work in accordance with SHP's and legal guidance around health and safety at work.
- 6.2 To be responsible and accountable for action in and out of the office.
- 6.3 To take part in lone working duty to encourage the safe working of the whole team.
- 6.4 To adhere to fire regulations and take part in fire drills as applicable.

#### **7.0 Teamwork and personal development**

- 7.1 To be flexible, to share skills and knowledge and support colleagues both internally and externally.
- 7.2 To participate in team meetings, supervisions, performance reviews and training by being fully prepared, ready to share and discuss ideas and offer solutions.
- 7.3 To take responsibility for personal on-going development and learning.

## Technical and Professional Know-How, required for Effective Performance

**When completing your supporting statement, you will be required to address (using examples) some of the points within the box below.**

- An understanding of working in floating support services; with a demonstrable knowledge of Housing and other related Legislation.
- Experience of delivering high quality, structured and time limited interventions that prevented or relieved homelessness.
- Experience of completing in depth assessments and producing planned co-produced support plans focused on setting and achieving goals.
- Ability to work in close partnership with external agencies and effectively liaise with a range of service providers or agencies in order to establish or improve services for clients.
- Ability to be self-motivating, work under pressure, and manage time effectively, prioritising different areas of work according to need.
- A good level of numeracy, literacy and comprehension to prepare and maintain case records, communicate in writing with other agencies and analyse written and numerical information.
- An ability to be self-servicing in the use of IT applications and basic keyboard skills to create letters, minutes and key work notes and to send and receive emails.
- Willingness to work flexibly in response to changing organisational requirements and work outside of office hours on occasion.

## Competencies Required For Effective Performance:

Competency	What this looks like in practice	Level
<p><b>Analytical Thinking</b></p> <p>The ability to give proper consideration to problems and to come up with good solutions.</p>	<p><b>Gathers the required information to solve problems:</b></p> <ul style="list-style-type: none"> <li>• Steps back from the problem and thinks about what information is required.</li> <li>• Collects the information required to solve the problem.</li> <li>• Draws upon and learns from previous experiences of self and others.</li> <li>• Organises the information in a logical way.</li> </ul>	1
	<p><b>Sifts and analyses information:</b></p> <ul style="list-style-type: none"> <li>• Processes information quickly and draws accurate conclusions.</li> <li>• Breaks down problems into their parts, identifies cause and effect.</li> <li>• Makes accurate deductions.</li> <li>• Evaluates whether arguments or cases are complete or sound.</li> <li>• Challenges incorrect information or discrepancies.</li> <li>• Reflects on what they've done and learns from it.</li> </ul>	2
<p><b>Commitment and Drive</b></p> <p>The ability to take the initiative and achieve targets and results.</p>	<p><b>Is conscientious and professional:</b></p> <ul style="list-style-type: none"> <li>• Meets targets and deadlines.</li> <li>• Does what they say they are going to do.</li> <li>• Prepares properly for meetings and events.</li> <li>• Complies with defined policies and procedures.</li> <li>• Understands the need to evidence what we do.</li> <li>• Completes paperwork and reports in line with standards.</li> </ul>	1
	<p><b>Is proactive and solution focused:</b></p> <ul style="list-style-type: none"> <li>• Is enthusiastic and positive in what they do.</li> <li>• Do things before they need to be told.</li> <li>• Find solutions for themselves.</li> <li>• Knows when to make decisions and when to seek support from others</li> <li>• Is flexible and adapts response according to the situation while working within SHP policies and procedures.</li> </ul>	2
	<p><b>Goes the extra mile:</b></p> <ul style="list-style-type: none"> <li>• Willingly takes on extra tasks and/ or responsibilities outside of their current role.</li> <li>• Looks for and enjoy new challenges and opportunities.</li> <li>• Achieves results through their own motivation and drive.</li> <li>• Starts and carries through new projects.</li> <li>• Consistently achieve high standards for themselves (and others).</li> </ul>	3
<p><b>Efficiency and Effectiveness</b></p> <p>The ability to plan and organise work so that deadlines, targets and standards are met.</p>	<p><b>Organises own work:</b></p> <ul style="list-style-type: none"> <li>• Thinks ahead about what needs to be done.</li> <li>• Sets clear priorities for work.</li> <li>• Shows good attention to detail; checks work for accuracy.</li> <li>• Keeps files and other paperwork up to date.</li> <li>• Knows where to find things.</li> <li>• Meets targets and deadlines.</li> </ul>	1

	<p><b>Consistently delivers work on time and to standards:</b></p> <ul style="list-style-type: none"> <li>• Produces work quickly</li> <li>• Meets quality standards.</li> <li>• Plans work and projects, sets clear milestones.</li> <li>• Monitors progress and takes action where performance deviates from plan.</li> <li>• Juggles several tasks and projects at any one time without letting any drop.</li> </ul>	2
<p><b>Team Work</b></p> <p>The ability to work cooperatively and supportively with their own team and other teams across SHP.</p>	<p><b>Supports and considers others:</b></p> <ul style="list-style-type: none"> <li>• Does their fair share.</li> <li>• Is flexible and is prepared to help with things which are outside their own role</li> <li>• Sees when others are struggling and offers help.</li> <li>• Owns their decisions and does not pass the buck.</li> <li>• Actively contributes to team meetings.</li> <li>• Shares knowledge and ideas with colleagues.</li> <li>• Actively supports other teams across SHP.</li> <li>• Promotes SHP as an organisation inside and outside the organisation.</li> </ul>	1
	<p><b>Builds team spirit:</b></p> <ul style="list-style-type: none"> <li>• Acts to promote cooperation in the team.</li> <li>• Emphasises the strengths of the team and builds on them.</li> <li>• Offers support and coaching when required.</li> <li>• Proactively identifies and manages conflict within the team.</li> <li>• Takes collective responsibility for team actions and decisions.</li> <li>• Represents the team positively to others in SHP.</li> </ul>	2
	<p><b>Promotes teamwork across SHP:</b></p> <ul style="list-style-type: none"> <li>• Actively encourages teams across SHP to share best practice and new ideas.</li> <li>• Ensures that each team understands how they contribute to the organisation as a whole.</li> <li>• Finds out what other departments are doing to see if they can learn from them or to share ideas.</li> <li>• Ensures that each service/area promotes SHP as a whole externally and internally.</li> </ul>	3
<p><b>Effective Communication</b></p> <p>The ability to communicate with others in a cooperative and sensitive way.</p>	<p><b>Communicates clearly:</b></p> <ul style="list-style-type: none"> <li>• Can talk to different types of people effectively.</li> <li>• Checks that they have been understood.</li> <li>• Speaks to people in a respectful and courteous manner.</li> <li>• Respects and takes into account cultural differences.</li> <li>• Uses appropriate body language.</li> <li>• Writes clearly and concisely.</li> <li>• Uses appropriate methods of communication.</li> </ul>	1
	<p><b>Shows warmth and consideration to others:</b></p> <ul style="list-style-type: none"> <li>• Is open and honest.</li> <li>• Makes every effort to put people at their ease.</li> <li>• Is a good listener; gives people time.</li> <li>• Takes time to tune into what others are really thinking and</li> </ul>	2

	<p>feeling.</p> <ul style="list-style-type: none"> <li>• Is very aware of their own emotions and feelings and how these impact on others.</li> </ul>	
<p><b>Resilience</b></p> <p>The ability to deal with situations with clients and colleagues with confidence.</p>	<p><b>Is self aware:</b></p> <ul style="list-style-type: none"> <li>• Takes time to reflect on actions and behaviours and learn from them.</li> <li>• Admits when they make mistakes and learns from them.</li> <li>• Has the confidence to review what works and does not work.</li> <li>• Is aware of their own strengths and areas for development.</li> <li>• Takes responsibility for their own learning.</li> </ul>	1
	<p><b>Is assertive and self confident:</b></p> <ul style="list-style-type: none"> <li>• Presents self in a confident manner.</li> <li>• Raises issues in a constructive way.</li> <li>• Able to make clear decisions and act on them.</li> <li>• Remains calm and self controlled in challenging situations.</li> <li>• Acts decisively and appropriately in a crisis.</li> </ul>	2
<p><b>Putting the Customer First</b></p> <p>The willingness and ability to deliver the best possible person centred service to our customers - customers may be service users, RSLs, statutory bodies, colleagues in other departments etc.</p>	<p><b>Builds effective relationships with customers:</b></p> <ul style="list-style-type: none"> <li>• Makes themselves available for the customer.</li> <li>• Treats people with respect and courtesy</li> <li>• Explores with customers their specific needs</li> <li>• Is very clear with boundaries – the customers and their own.</li> <li>• Recognises that SHP exists to provide a service to our customers.</li> </ul>	1
	<p><b>Finds positive solutions to meet customer needs:</b></p> <ul style="list-style-type: none"> <li>• Actively seeks and offers alternative ways of meeting customer needs</li> <li>• Is responsive to customer problems, and works with them to resolve problems promptly.</li> <li>• Foresees problems rather than waiting for them to happen</li> <li>• Asks for feedback from customers about the service provided, and acts on it.</li> <li>• Establishes effective working relationships with other agencies to meet customer needs.</li> <li>• Knows when to refer on to other agencies.</li> </ul>	2
	<p><b>Takes actions to improve customer service:</b></p> <ul style="list-style-type: none"> <li>• Asks for others' ideas about how service can be improved.</li> <li>• Looks for ways to make procedures and systems more customer-friendly.</li> <li>• Involves customers in continuously improving the service.</li> <li>• Collaborates with other agencies and organisations to promote joint working.</li> <li>• Ensures that customer feedback affects real change across SHP.</li> </ul>	3
<p><b>Embracing Change and Innovation</b></p> <p>The willingness and ability to adapt to changing</p>	<p><b>Responds positively to change:</b></p> <ul style="list-style-type: none"> <li>• Sees the positive aspects of change.</li> <li>• Is flexible and adapts easily to new requirements.</li> <li>• Is willing to learn and to take on new skills.</li> <li>• Offers constructive alternatives if they disagree with a change.</li> </ul>	1
	<p><b>Generates new ideas:</b></p>	2

<p>circumstances and come up with new and innovative ideas.</p>	<ul style="list-style-type: none"> <li>• Challenges the way that things are done now and proposes a better way.</li> <li>• Comes up with creative solutions and ideas.</li> <li>• Seeks new ways of working in partnerships.</li> <li>• Asks for others ideas on how changes and new ideas can be implemented.</li> <li>• Looks for new opportunities for promoting SHP.</li> </ul>	
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