

JOB PROFILE

Post:	Senior Floating Caseworker
Delegated Authority	Level 7
Team:	SHPS
Responsible to:	Team / Service Manager / Regional Services Manager
Responsible for:	N/A

Job Purpose

The SHPS services support low support needs adults with a housing need by developing holistic, coproduced Personal Housing Plans that facilitate the achievement of defined outcomes including homeless prevention or relief and ultimately tenancy sustainment.

There are currently 6 local authorities across London who have commissioned SHPS services and the Senior Floating Caseworker will be based in which ever service has a vacancy.

The Senior Floating Caseworker will be responsible for completing Personal Housing Plans, Preventing or Relieving Homelessness and or Tenancy Sustainment. They will receive supervision and support from the Team / Service Manager in the borough they are based in as well as centrally through SHP.

Key Accountabilities

1.0 Assessment and Personal Housing Plans

- 1.1 To undertake comprehensive assessments that lead to focused and co-produced Personal Housing Plans for clients.
- 1.2 As appropriate undertake the assessment and completion of high quality risk management plans and to minimise risk to clients by identifying, reporting and following up any safeguarding concerns.
- 1.3 To deliver support using a strengths based model with clear defined support objectives outlined leading towards agreed goals
- 1.4 To ensure that support is focused on achieving defined outcomes, namely the relief of homelessness and the sustainment of subsequent tenancies for at least eight months

2.0 Support Planning and Procurement of Accommodation

- 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.
- 2.4 To source Private Rented Sector Accommodation for the service including building and maintaining relationships with letting agents and landlords.
- 2.5 To develop partnerships with a range of accommodation providers to meet the needs of the service and its client, including but not limited to supported housing providers, social/registered landlords and other third sector providers.
- 2.6 To ensure that all procured accommodation complies with relevant health and safety and building control regulations.

3.0 Tenancy Sustainment

- 3.1 To ensure that all necessary support is in place to improve the chances of the client sustaining their tenancy including signposting and attending appointments if appropriate.
- 3.2 To liaise effectively with landlords to maintain and develop relationships.
- 3.3 To refer clients to relevant ETE services to support them to engage with the community and increase independence.

4.0 Information Management

- 4.1 To 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.
- 4.2 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.
- 4.3 To comply with and follow any information management processes or procedures within SHP and externally if using partnership agencies databases/systems

5.0 Partnership working

- 5.1 To proactively liaise, communicate and negotiate with internal and external specialists and external agencies in order to maximise client support services, resources and funding.
- 5.2 To take personal responsibility for a professional approach that enhances the reputation of the service at the project both internally and externally.
- 5.3 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.
- 5.4 To work collaboratively across all SHPS services to share best practice and increase outcomes.

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. To take responsibility for the safe working of self and others and to ensure that local procedures around Lone Working and Fire are followed.

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.

- Experience of completing in depth assessments and producing co-produced Personal Housing Plans focused on setting and achieving goals.
- Experience of delivering high quality, structured and time limited interventions that have relieved and prevented homelessness.
- Experience of working within a strengths and recovery based model. Proactively engaging and motivating client to move towards an appropriate level of independence and inclusion.
- Experience of building and maintaining relationships with landlords and lettings agents in the private rented sector and other types of housing provider.
- Excellent communication skills with the ability to work in close partnership with external agencies and effectively liaise with a range of service providers or agencies.
- An up to date working knowledge of welfare benefits and reform and its relation housing as well as a good understanding of tenure law, with the ability to advise others as and when needed.
- Ability to co-ordinate the work of a number of individuals or agencies to get tasks completed to time and to specification.
- 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.
- 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
Analytical Thinking The ability to give proper consideration to problems and to come up with good solutions.	Gathers the required information to solve problems: <ul style="list-style-type: none"> Steps back from the problem and thinks about what information is required. Collects the information required to solve the problem. Draws upon and learns from previous experiences of self and others. Organises the information in a logical way. 	1
	Sifts and analyses information: <ul style="list-style-type: none"> Processes information quickly and draws accurate conclusions. Breaks down problems into their parts, identifies cause and effect. Makes accurate deductions. Evaluates whether arguments or cases are complete or sound. Challenges incorrect information or discrepancies. Reflects on what they've done and learns from it. 	2
Commitment and Drive The ability to take the initiative and achieve targets and results.	Is conscientious and professional: <ul style="list-style-type: none"> Meets targets and deadlines. Does what they say they are going to do. Prepares properly for meetings and events. Complies with defined policies and procedures. Understands the need to evidence what we do. Completes paperwork and reports in line with standards. 	1
	Is proactive and solution focused: <ul style="list-style-type: none"> Is enthusiastic and positive in what they do. Do things before they need to be told. Find solutions for themselves. Knows when to make decisions and when to seek support from others Is flexible and adapts response according to the situation while working within SHP policies and procedures. 	2
	Goes the extra mile: <ul style="list-style-type: none"> Willingly takes on extra tasks and/ or responsibilities outside of their current role. Looks for and enjoy new challenges and opportunities. Achieves results through their own motivation and drive. Starts and carries through new projects. Consistently achieve high standards for themselves (and others). 	3
Efficiency and Effectiveness The ability to plan and organise work so that deadlines, targets and standards are met.	Organises own work: <ul style="list-style-type: none"> Thinks ahead about what needs to be done. Sets clear priorities for work. Shows good attention to detail; checks work for accuracy. Keeps files and other paperwork up to date. Knows where to find things. Meets targets and deadlines. 	1

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

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

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