

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Director Area:</b> Children's	<b>Job Ref Number:</b> 04071
<b>Service Area:</b> Leaving Care Service	<b>Grade:</b> G7

**Job Title:** Accommodation and Housing worker

**PURPOSE OF JOB:**

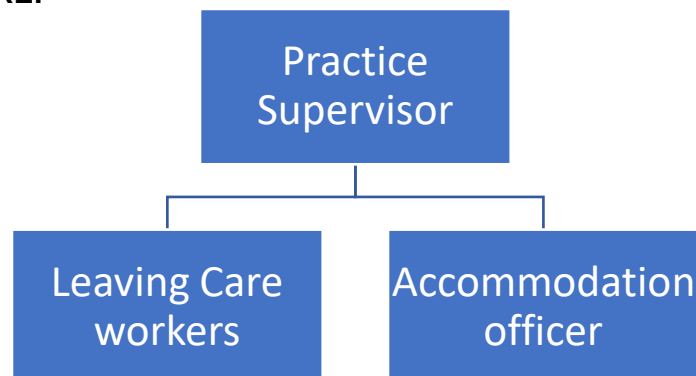
To provide advice and guidance within their area of expertise, and to develop and support the team in improving outcomes for vulnerable children in care and care leavers. Responsibilities include:

- Providing an integrated approach to quality performance management, improving accommodation standards, and service delivery to care leavers.
- Direct work with young people, as well as working with their network of peers and family, to ensure they achieve outcomes in line with their individual plans, and the Councils Children in Care and Care Leavers Strategy
- Embedding new ways of thinking and working across the service.
- Developing and maintaining strong working relationships with commissioners and accommodation providers.
- Acting as the operational key point of contact between housing authorities and the leaving care service.
- Promoting 'safer spaces' for children and care leavers across localities.
- Developing and promoting new ways of working with young people struggling with accommodation or at risk of homelessness.
- Coordinating crisis support for young people and leaving care teams.
- Supporting staff and team induction, ongoing training, and upskilling partners.

To undertake restorative work with the parents, providers and carers of young people at risk of becoming homeless:

- to support them in achieving positive outcomes,
- to support the return of young people back into the home and
- To re-direct them away from the emergency accommodation options where appropriate.

**TEAM STRUCTURE:**



**MAIN DUTIES:**

1	<p>The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:</p> <ul style="list-style-type: none"><li>• Providing day to day leadership as appropriate to deliver the agreed priorities, working collaboratively within leaving care and alongside partner agencies</li><li>• Promote new ways of thinking and working with young people who are at risk of becoming homeless or requiring emergency accommodation from the District Council</li><li>• Supporting and influencing partners and managers to make changes to deliver the benefits they anticipate, by managing complex accommodation workstreams and projects, and advising individual staff managers and partners on the best solutions for our care leavers.</li><li>• Liaising with practitioners, workers and housing providers to ensure there is effective joint working across agencies for the benefit of young people</li><li>• Acting as the key point of contact for Children's Services Staff, District Councils and housing providers around Care Leaver homelessness</li><li>• Maximising the impact of resources and value for money to achieve improved outcomes for the Council and our young people</li><li>• Ensure value for money is attained within Leaving Care service</li><li>• Managing waiting lists effectively</li><li>• Ensure effective use of performance data to maintain oversight of young people at risk of homelessness and help develop and evolve new services</li><li>• Provide expert advice and guidance as appropriate for own area of expertise.</li><li>• Deliver a personal portfolio of projects and/or specific work set by the Senior Management Team</li><li>• Being creative and resourceful in suggesting and implementing new ways of working, being able to test these, and then proceed to full implementation.</li><li>• Demonstration of the Council's Core Abilities (at the relevant level):<ul style="list-style-type: none"><li>○ Collaborative</li><li>○ Adaptable</li><li>○ Responsible</li><li>○ Eco Conscious</li><li>○ Supportive</li></ul></li></ul>
2	<p>To manage own time and deliver objectives and targets ensuring the development of professional practice and updating personal knowledge of local and national initiatives linked to area of work. This can include autonomous working as a requirement of the delivery of services.</p>
3	<p>The post holder will be expected to work flexibly, possibly outside of office hours, which at times may include evenings and weekends. Travel between localities may be necessary as workload dictates. Working away from the office at housing authorities, young people's homes and other partner agencies bases will be required. A current driving licence and the ability to travel across the county is required.</p>
4	<p>Contribute to the Council's statutory obligations and where appropriate any national and local performance indicators and ensure Council resources are optimised and utilised effectively and efficiently. Ensure the way in which resources within the area of responsibility are managed reflects the agreed culture and style and standing orders of the County Council.</p>
5	<p>Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers. Create a positive image of the County Council as an employee.</p>

6	Within the service model contribute to the development of other team members through co- working, mentoring and observation.
7	Through performance monitoring and quarterly reviews, continue to ensure that the Children in Care and Care Leaver strategy meets the needs of the young people, as well as other key partners.
8	<p>Work with all delivery partners through training and networks to create a culture where all agencies give strong and consistent messages that:</p> <ul style="list-style-type: none"> <li>• parents/carers and the young person wider network are valued partners</li> <li>• we and the wider partners can be the most important influence on our child's future</li> <li>• Every partner and young person will need support at some point in their life and that good corporate parenting is key to promoting better outcomes of children and young people.</li> </ul> <p>To lead in building and sustaining relationships with commissioned services and accommodation providers, holding Services to account for their work with young people, look at means of improving provisions and contributing to the Contract Management in area of expertise.</p>
9	To contribute when required, to the training and supervision of volunteers / sessional worker, student social workers. To work with the case management model and to co-work and provide a mentoring role to the leaving care teams.
10	To work creatively with partners and young people to find solutions, while working within the policies, procedures of Children's Services and regulatory standards. This will demand highly developed facilitation and influencing skills.
11	To work with senior managers and commissioning to ensure that the provision of accommodation is meeting the needs of our young people and that outcomes are being achieved with partners.
12	To develop and maintain good communication routes to ensure all staff and partner agencies are aware of updates, and improved knowledge and share best practice in working with youth housing. To participate in awareness raising events to promote the work of the team and raise public, young people and stakeholder confidence.
13	To work with managers and front line staff from all partner agencies, accommodation providers, local community safety partnerships, district councils, court users, youth justice and community organisations. To create effective interaction with them aimed at reducing and preventing homelessness and negative life experiences for our young people.
14	The ability to encourage, motivate and at times challenge attitudes and behaviours displayed by young people and their parents/carers. To support young people through potentially life changing experiences.
15	The ability to ensure effective engagement with young people many of whom are vulnerable, disaffected, confrontational, and in crisis. Enabling their voice to shape strategy, decision making and service provision.
16	To prepare reports dealing with young people abilities and needs and feed into reviews and plans. Within the leaving care service, the statutory plan is a Pathway Plan. Workers should ensure that plans are within time scales and that activities and goals are against measurable outcomes, and within the framework of policies and procedures.

	To keep records and documentation pertaining to meetings and contact with children and families in line with Lincolnshire standards and procedures.
17	To demonstrate excellent communication skills and an ability to work with partners/agencies on policy and decision making.

### PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
<b>QUALIFICATION/EXPERIENCE</b>			
Three years practice experience in a Children's Service, Early Help, Education, Health or Youth Justice field	*A	*	
NVQ LEVEL 3 or equivalent. Relevant extensive children's services experience	*A	*	
Experience of working with commissioned services and contracted providers.	*A		*
<b>SKILLS</b>			
An ability to build and sustain relationships with children, young people and families as well as key stakeholders and colleagues.	I	*	
Confidence in communicating with young people and adaptable interpersonal skills, patience and understanding compatible with the needs of all young people in order that the young people and their network receive the right support, from the right person at the right time.	*A/I	*	
Ability to advocate, negotiate and challenge on behalf of young people and their network in a variety of settings including Court, multi-agency meetings and with other Services/agencies.	I	*	
Experience of leading and supporting staff and partners organisations.			
In undertaking assessments and interventions, all staff are expected to draw on an in depth level of knowledge, experience and skills to ensure key judgements are made and responsibility taken for the safety of children, young people and the public.	I	*	
A good knowledge of the risks and vulnerabilities applicable to children and care leavers.	*A/I	*	

Able to work as part of a team and provide coaching and mentoring within a professional development role.	*A/I	*	
Experience of working with systems for referral, identification of need and assessment etc.	*A/I	*	
Knowledge/understanding of aims and objectives homeless legislation and one or more of the following areas: careers education and guidance, personal, social and health development, drugs education, citizenship, work related learning, CE.	*A/I	*	
Ability to analyse, interpret, and identify needs of children and young people, and have the ability to work with them and other colleagues to devise a plan of action to meet those needs	*A/I	*	
Demonstrably high level organisational skills and the ability to prioritise high demands.	I	*	
Ability to communicate at a high level orally and in the written form including report production and presentation skills in formal settings.	*A/I	*	
Ability to demonstrate a creative and reflective approach to the design and delivery of engagement activities and interventions both in groups and one-to-one situations	*A/I		*
Understanding of ethical issues surrounding work with children, young people and families (e.g. boundaries of confidentiality, child protection, equal opportunities.)	I	*	
Committed to the provision of a service based on equality of opportunity, inclusion, partnership and co-operation	I	*	
Able to reflect on own practice and with a positive approach to own professional development	I	*	
The specific knowledge, skills and abilities required will vary depending on the needs of the role. Specific posts may necessitate advanced specialist knowledge and skills. Post holders should be comfortable working with ambiguity and uncertainty.	*A/I		*
Current driving licence.	*A	*	
Training and experience in using Signs of Safety methodology	I		*

\*A = Application form

T = Test/Assessment

I = Interview

P = Presentation

## GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

**Job Details:**

<b>Job Title</b>	Accommodation Worker
<b>Identifier</b>	04071
<b>Director Area</b>	Children's Services
<b>Service Area</b>	Safeguarding
<b>Section</b>	Leaving Care Service
<b>Score</b>	434
<b>Grade</b>	Grade 7

**Factor Levels:**

<b>Supervision/Management Of People</b>	1
<b>Dispersal Awarded</b>	No
<b>Creativity &amp; Innovation</b>	4
<b>Contacts &amp; Relationships</b>	4
<b>Decisions - Discretion</b>	2
<b>Decisions - Consequences</b>	2
<b>Resources</b>	1
<b>Work Demands</b>	3
<b>Physical Demands</b>	2
<b>Working Conditions</b>	1
<b>Work Context</b>	3
<b>Knowledge &amp; Skill</b>	4