Cumberland Council

Post Specification

Date	**19.07.23**
Post Group Number	**7967**
Post Title	**Homelessness Prevention and Rough Sleeping Coordinator**
Job Family	**People Care and Development**
Job Family Role Profile	**PCD7**
Final Grade	**8**

To be read in conjunction with the job family role profile

Service Area description

This role supports the Housing Services engaged in the delivery of the statutory fulfilment of the Councils duties under the Housing Act 1996 and Homeless Reduction Act 2017; and in the delivery of Cumbrias Rough Sleeping Strategic Action Plan as part of the wider Homeless Prevention and Rough Sleeping Strategies.

This role is part of a Countywide externally funded Government project being delivered within Cumberland Council; delivering coordinated personalised targeted operational support to people identified as rough sleeping or at risk of rough sleeping and supporting national and local strategies aimed at ending rough sleeping and preventing homelessness.

Purpose of this post

- To prioritise the prevention of homelessness by supporting the coordination of multi-agency information, assessments, and activities enabling timely bespoke solutions to promote the safety and wellbeing of residents in Cumberland Council.
- To assist service managers in developing and coordinating local key partnerships, referrals in line with the Duty to Refer and shared information relating to those leaving or being discharged from an institution: such as hospital (including mental health); prisons and detention centres (including youth offending); approved premises; those leaving care; and assist in cases where there is an identified care and support need (Adult Social Care) and / or Safeguarding concerns.
- To support the key priorities within the Homelessness Prevention and Rough Sleeping Strategy initiatives and delivery plans to prevent homelessness where possible end rough sleeping in Cumberland. Focused interventions include improving links and services to people identified who are leaving institutions such as prison and hospital with no address; and to support those in temporary accommodation (TA) at risk of rough sleeping to access the correct support needed to sustain housing tenancies and increase rehousing options.
- To identify the needs of complex / repeat homelessness and rough sleepers and manage a caseload, steering interventions and redirecting services as appropriate; including monitoring, providing analysis and report on key data, and deliver initiatives to inform service developments focused on preventing homelessness and ending rough sleeping.

Key job specific accountabilities

1. Identify and work with key agencies associated with discharges from institutions across Cumberland Council likely to submit a Duty to Refer referral where someone is leaving with no address: such as hospital (including mental health); prisons and detention centres

(including youth offending); approved premises; those leaving care; and assist in cases where there is an identified care and support need (Adult Social Care) and / or Safeguarding concerns.
2. Support the development of referral and rehousing pathways for known and new people experiencing homelessness and rough sleepers and those at risk of with specific needs i.e. prison release, hospital discharge and move on for those identified in TA, to enable access to more specialist support to prevent rough sleeping.
3. Link into wider homeless projects and resources as necessary across Cumberland Council to address wider needs / issues affecting rough sleeping and repeat homelessness.
4. Work in conjunction with key partner / stakeholders to develop effective and coordinated services and responses, fostering joined up working approaches to prevent homelessness and end rough sleeping.
5. Assist in identifying, collating needs information and co-ordinating data to support partnership interventions in the public, private, community and voluntary sectors to reduce the flow of new rough sleepers to the street through targeted prevention activity, rapid crisis interventions and support to access and sustain move-on accommodation.
6. Undertake and co-ordinate assessments with new or at imminent risk rough sleepers using a variety of methods including questionnaires, interviewing, focus groups and data analysis.
7. Carry out rough sleeper counts and estimates, and undertake Streetlink, NSNO and SWEP data monitoring.
8. Work with DLUHC and Cumbrian local authorities to share best practice and project monitoring; to report to Cumbria Homeless Forum and other relevant operational steering groups as directed.
9. Support local multi agency groups to target homeless prevention and the specific needs of rough sleepers and support their move into longer term rehousing pathways and sustainable housing options.
10. Work closely with and support the work of the other project officers and wider teams including providing cover across the region as required.
11. Attend monthly meetings with Managers providing monthly reports and key data returns to support the reporting requirements of the DLUHC, identifying demographic, needs and outcomes.
12. Assist in reviewing Cumberland Councils Homeless Prevention and rough sleeping strategy and action plans.
13. Undertake such other duties that are required from time to time and are commensurate with this position; including supporting the wider team in dealing with any emergency situations as and when required.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	• None
Staff Management Responsibilities	• None
Other	• None

Essential Criteria - Qualifications, knowledge, experience and expertise

- 4 GCSEs at 9 to 4grade or above (or equivalent including English and Maths)
- Relevant qualification or experience and knowledge of rough sleeping and current homeless legislation
- Evidence of Continued Professional Development (CPD)
- Experience of providing specialist housing / homelessness services and housing options
- Experience and knowledge of Safeguarding, Safety planning, Domestic Abuse and Sexual Exploitation
- Experience of drafting, agreeing, and reviewing case files and plans; including providing appropriate interventions for residents and liaising with other professionals to deliver results
- Knowledge and understanding of homelessness legislation and all relevant national quality standards
- Knowledge of partnership working with a variety of agencies

- Knowledge of the Welfare Benefits system and issues around entrenched rough sleeping
- Clear commitment to ED&I in relation to the delivery of services to people experiencing homelessness
- Awareness of confidentiality and data protection issues
- Detailed understanding of Government agendas surrounding Crime and Disorder Act 1998, Homeless Reduction Act 2017, and Rough Sleeper Initiatives
- Ability to effectively screen and prioritise referrals in the implementation of multi-agency packages of support
- Computer literate in MS Office packages (Word/Excel) email and internet usage
- Good communication skills both written and orally with both internal and external colleagues/ partners
- Commitment to highest levels of service delivery
- Confident and tactful
- Ability to listen, question and challenge sensitively

Disclosure and Barring Service – DBS Checks

- This post requires / does not require a DBS check.
- The level of check required is:
  - DBS Enhanced - Children & Adults

Job working circumstances

Emotional Demands	• Dealing with service users who may be distressed/ disadvantaged; role often deals with distressing situations
Physical Demands	• Occasional increased physical demands (e.g. assisting in moving belongings / furniture, clearing out properties etc.)
Working Conditions	• Dealing with service users who may be upset, abusive or display aggressive behaviour

Other Factors

- Lone working
- Driving Licence / ability to travel across Cumberland
- Able to carry out physically and emotionally demanding work
- Enhanced DBS Disclosure
- Ability to work flexible hours within the normal working week
- Able to travel throughout Cumbria and outside the area to undertake duties
- Cover for other co-ordinator / officers as and when required
- Work is dispersed including office and other establishments
- Collaborative working in multi-agency partnership environments