



Move On Coordinator – Living Independently For Everyone (LIFE)

HOURS: 35 hours per week, Monday to Friday

SALARY: £27,588 per annum

ANNUAL HOLIDAYS: 6 weeks plus Bank Holidays

LOCATION: North Yorkshire

Job Description

REPORTS TO:

As a Move On Coordinator for our Living Independently For Everyone (LIFE) scheme, you will be responsible for assisting people to move on from our supported housing service across Harrogate, Craven and Selby, and into independent accommodation, and in turn, helping them to set up and maintain their tenancy.

RESPONSIBILITIES

- Work in consultation with the people we support to create tailored support plans that work towards their individual goals, as related to moving into independent accommodation
- Maintain regular contact with the people you support, completing weekly/fortnightly visits, and upload all case notes promptly
- Assist the people we support in managing/maintaining a tenancy, e.g. supporting them to set up bill payments, access welfare benefits, or signpost other agencies
- Assist the people we support in becoming part of their community through positive social interaction, and by encouraging them to partake in education, employment or volunteering
- Liaise with housing associations and private landlords on behalf of the people we support
- Build relationships with private landlords, estate agents and housing associations to ensure you are aware of any appropriate properties that may be available for letting
- Chase any leads for available accommodation
- Ad hoc assistance to the Housing Officers, including assistance with void cleaning and tenant referrals and assessments



Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; it may therefore be subject to change. For management and specialist roles, colleagues will be responsible for the determination, assessment and management of risk.

Safer Recruitment

Horton Housing is committed to safe and fair recruitment, safeguarding, and protecting the people that we support. Positions here at Horton require a fully completed application form with any gaps explored back to the age of 18, as well as a right to work check, two references and a DBS check to identify and reject applicants who are unsuitable to work with children or vulnerable adults.

Person Specification

- Be empathetic and caring, showing understanding and respect to people experiencing difficult circumstances
- Have excellent communication and listening skills, with the ability to network and build strong relationships with a range of stakeholders
- Be resilient and adaptable with the ability to persevere and think of creative solutions
- An understanding of social housing, and the challenges people may face when trying to secure an independent tenancy

In addition to the above, it is expected that you will:

- Maintain professional boundaries
- Have a commitment to Equality, Diversity and Inclusion
- Are willing to undertake any further training required
- Are able to work flexibly to meet the needs of the service/department

What matters most to the people accessing our services?

We spoke to a group of the people we support and asked them what they thought were the most important skills and qualities for a Horton colleague in a support setting. The group agreed that soft skills were often more important than direct experience. The people we support are looking for someone **professional** and **positive**, who is **respectful**, **non-judgmental** and **empathetic**. The group values staff that are both **good communicators** and **good listeners**, with the ability to **uplift** and **encourage** the people they support to meet their goals. With **patience** and **resilience**, our colleagues should **lead by example** and '**walk the walk**'. With all the exciting activities we have in our services, **resourcefulness** and a **sense of humour** don't hurt either!



About the department

Living Independently For Everyone (LIFE) is a new service based in Craven, Selby and Harrogate. The service provides accommodation and support for people over the age of 18. We work alongside people to help them achieve their housing, wellbeing, health and employment goals with tailored support.

