

## Move On Worker – IHM Calderdale

**HOURS:** Monday to Friday 9am to 4.30pm (35 hours per week)

**SALARY:** £27,588.00 per annum

**ANNUAL HOLIDAYS:** 6 weeks plus Bank Holidays

**LOCATION:** Halifax

### Job Description

**REPORTS TO:** Service Manager

As a Move On Worker in our Calderdale IHM (Intensive Housing Management) scheme, you will be responsible for assisting people to move on from our supported housing service into independent accommodation.

### RESPONSIBILITIES

- Work in consultation with the people that 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
- 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 that 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
- To process and book in all applications to the IHM service

- Deliver advice, assistance and signposting to other agencies as appropriate
- To assist, where necessary, with domestic duties, welfare checks and health and safety checks
- Provide a supportive atmosphere for individuals, encouraging feedback on the service, welcoming complaints and responding appropriately
- Ensure individuals are safeguarded and protected from abuse in their home and in the community
- Encourage individuals to become part of their neighbourhood through positive social interaction
- Engage individuals into education, training, employment, or work-like activities
- Liaise and collaborate with the Housing Officer and Manager to support the individual with addressing any tenancy

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.

## Person Specification

We encourage anybody passionate about improving lives in communities to apply to join us, even if you don't meet every point on the person specification. We are, however, unable to offer an interview to any applicants who do not demonstrate how they meet the essential criteria for the role.

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



| Essential for all our colleagues                                       | Assessed at Application or Interview |
|------------------------------------------------------------------------|--------------------------------------|
| A commitment to Equality, Diversity and Inclusion                      | I                                    |
| An understanding of, and ability to maintain professional boundaries   | A/I                                  |
| A commitment to undertake any training required for the role           | I                                    |
| Ability to work flexibly to meet the needs of the service              | I                                    |
| Willingness and ability to work in line with our Values and Behaviours | I                                    |

### Safer Recruitment

Horton Housing is committed to safe and fair recruitment, safeguarding and protecting the people that we support. The majority of positions here at Horton will require a fully completed application form and an enhanced DBS check to identify and reject applicants who are unsuitable to work with children or young people.

