

JOB DESCRIPTION

NOVAS

Housing | Health | Recovery

Job Title:	Assessment & Placement Officer	Post Number:	Vacant
Reports To:	Coordinator Homeless Services Care County Council or his/her nominee and Senior Outreach Services Manager, NOVAS	Location:	Care Homeless Action Team
Salary:	This role is attached to a defined salary scale which ranges from \$33,080 and appointments are made depending on experience.		

Purpose of the Job

The aim of the role is to provide a support service within Care County Council/Care Homeless Action Team whereby clients can access advice and information as to their eligibility for emergency homeless services. Also, to support families who are currently homeless to end homelessness and access long term housing.

The role will include the following non-exhaustive key duties:

To make and take appointments, interview, screen and assess clients seeking a homeless service by appointment in Care County Council/Care Homeless Action Team

To provide assessment and advice to people who are homeless.

To be a core team member of the Homeless Action Team.

To enable and assist clients to source suitable private rented accommodation.

To work with clients placed in emergency facilities with a view to securing long term accommodation and where possible, avoiding continued placement in emergency facilities.

Assist clients in getting into accommodation and ensuring they are fully briefed on services available to them from external agencies.

To receive and act upon referrals submitted via the interdisciplinary referral process.

Assist persons who are eligible for social housing, providing information and onward referral to appropriate services/agencies.

Assist people in completing the Housing Application form.