

Person Specification

Peripatetic Officer (Housing and Support)

	Essential	Desirable
Qualifications / General Skills		
Capable of organising own workload and prioritising between various competing tasks	X	
Computer and word processing skills	X	
Proven verbal and written communication skills, including record keeping	X	
Knowledge		
Good working knowledge of welfare benefits	X	
Practical knowledge of support issues and empowerment	X	
Knowledge of local resources appropriate to the client group		X
Knowledge of advice services	X	
Knowledge of Housing Management and Homelessness issues	X	
Knowledge of relevant legislation i.e. housing, tenancy		X
Experience		
Experience of working directly with people with support needs	X	
Experience of liaison with voluntary and statutory agencies	X	
Experience of working with people with a wide range of client groups i.e. young people, families and single people	X	
Experience of working in supported housing		X
Personal		
Ability to work on own initiative, under pressure and as part of a team	X	
Ability to relate to and build supportive relationships with people who are disadvantaged and experiencing difficulties and to respond appropriately to their needs	X	
A practical and sensitive approach to problem solving	X	
A practical approach to ensuring equality of opportunity and anti-discriminatory practice	X	
Other Requirements		
Full current driving license and full use of a car on appointment	X	
The ability to communicate in a minority ethnic language		X