

## Supporting Lodgings Co-ordinator

## Role Profile



**TRAFFORD**  
COUNCIL

**Service:** Children's Services  
**Grade:** Band 7  
**Reporting to:** Service Manager

### About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

***Our vision: Working together to build the best future for all our communities / everyone in Trafford.***

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



### Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

**At Trafford Council we are EPIC**

**We EMPOWER** – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

**We are PEOPLE CENTRED** – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

**We are INCLUSIVE** – We are committed to creating an environment that values and respects the diversity and richness differences bring

**We COLLABORATE** – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

## About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

**Trafford's Supported Lodgings and Staying Put Service is based at Trafford Town Hall and works alongside the Children in Care Service. The service provides Supported Lodgings placements for young people and supports Staying Put arrangements to enable young people to remain living with their former foster carers.**

### Your Main Priorities

To provide supported lodgings placements to meet the accommodation and support needs of young people in or leaving care and/or homeless young people 'in need'. To provide support and guidance to Lodgings Providers. To help the transition of foster carers to Staying Put carers for young people to be able to remain with their foster carers beyond the age of 18.

### Key duties

- To recruit, select, assess, approve and review Lodgings Providers with regular supervision, advice and guidance.
- To monitor and provide ongoing support to approved lodgings providers prior, during and after placement.
- To identify and provide regular training and information sessions for Lodgings Providers.
- To offer individual advice and guidance on matters such as taxation, benefits, health and safety and insurance in so far as they relate to lodgings.

- Ensure that Supported Lodgings/Staying Put accommodation complies with Health and Safety, Environmental Health and Fire regulations.
- Meet and interview young people referred to or interested in the supported lodgings scheme, assess their needs and match them with supported lodgings placements in accordance with the scheme's referral and allocations criteria and overall aims and objectives of Children's Services.
- Assist young people, in liaison with After Care Personal Advisors and/or Social Workers, to settle into the lodgings placement, help resolve any difficulties and process any paperwork relating to maintaining the placement.
- Undertake in consultation with referral agencies resettlement work with young people placed in supported lodgings including undertaking needs assessments, risk assessments and chairing support plan meetings.
- Work with Lodgings Providers, young people and referral agencies to resolve any disputes or behavioural issues that may create difficulties in the placement.
- Liaise with referral agencies and other agencies to ensure that the support needs of individual young people are appropriately met.
- Attendance at multi-agency meetings where appropriate including, planning meetings and Pathway Plan Reviews.
- Attendance at team meetings as appropriate.
- To actively consult with young people and ensure that their views are included in reviews and the future development of the service.
- Publicise and promote the scheme with potential providers and referral agencies and ensure the prompt payments to providers
- Provide good housing management practice in accordance with Trafford's policies and procedures.
- To monitor and review the operation of the supported lodgings/Staying Put scheme, provide regular statistics and monitoring

reports and to identify and notify the placements manager of any developments that would improve the scheme.

- To contribute towards service development in response to changes in legislation and service demands.
- Participate in training opportunities made available by Trafford Borough Council and agreed with the Service Manager.
- To undertake any other appropriate duties commensurate with the grade of the post as directed by the Strategic Lead, Service Manager as necessary in the interests of the service.

## About You

### **Qualifications and Professional Development**

- Recognised qualification in social work or Housing (e.g. Dip. SW, HNC OR HND in Housing) or a related field e.g. Youth Work, Teaching

### **Experience and Knowledge**

- 3 years' experience of working with young people leaving care and homeless young people
- Experience of working in housing related support and/or welfare services.
- Demonstrated ability to understand the needs of vulnerable clients and support as part of a resettlement package
- Experience of project management
- Knowledge of the Children (Leaving Care) Act 2000 and Regulations and Guidance.
- Knowledge of children's rights and related issues.

- Knowledge of the needs of young people leaving care and the factors affecting them in their transition to adulthood
- Knowledge of benefits and welfare rights legislation.
- An understanding of the support needs of Lodgings Providers who offer accommodation in their own homes to young homeless people.
- An understanding of the impact of life experiences and trauma on young people

#### **Skills and abilities**

- Evidence of developed verbal and written communication skills with young people, lodgings providers and a wide range of professionals from different agencies.
- Ability to manage a caseload, assess and deliver support needs.
- Ability to build relationships, develop trust and confidence and persuade others in order to gain commitment
- Ability to organise work, self motivate and achieve deadlines
- Ability to write clear, concise reports.
- Ability to work as part of a team.
- Ability to maintain appropriate and accurate records within GDPR guidance
- IT skills (particularly use of Word and Excel)

#### **Special Conditions (delete if not applicable to the role)**

- DBS required

- Applicants should have a full current driving license and access to transport
- Some unsocial Hours/Weekend

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Prepared/revised by: SR/AM

### **Health and Safety**

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

### **Equalities & Diversity**

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

### **Customer Care**

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

### **Training and Development**

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

### **Policy**

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

### **Information Governance**

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.