

To accompany job description and person specification when required

Job title: Housing Officer – Specialist housing officer (RSI)

Directorate/Service/Team: Adults/Housing and Community Safety/Housing Solutions Team

# Organisation structure

Reporting to: Senior Housing Officer - RSI, specialist housing management

Responsibility for: none.

Provide specialist housing management functions to vulnerable clients in our rough sleeping units.

# Context of work

The Specialist Housing Officer (RSI) will manage temporary accommodation units dedicated to supporting former rough sleepers and individuals with complex needs, ensuring properties are maintained to a safe, compliant, and high-quality standard.

The postholder will work closely with Team Leaders and Senior Housing Officers across the service, and will collaborate with Housing Options, Housing Register and Lettings, Housing Performance and Strategy teams, as well as support providers, Adult and Children’s Social Care, safeguarding services, and a range of external partners, to ensure that vulnerable individuals are supported to move into, sustain, and successfully move on from appropriate accommodation.

Key elements of the role include:

* Managing specialist temporary accommodation units such as rough sleeper projects.
* Managing tenancy/licence agreements and supporting residents to comply with their conditions.
* Monitoring property standards, arranging repairs, and ensuring all compliance checks are completed.
* Supporting tenancy sustainment, promoting independent living skills, and reducing the risk of repeat homelessness.
* Working collaboratively with Housing Solutions, the Rough Sleeper Project Group, and support providers to facilitate timely and effective move-ins and move-ons.
* Supporting safeguarding through early identification of risks and making appropriate referrals.
* Building strong partnerships with support agencies, health teams, and outreach services to provide wraparound support for residents.

This is a critical role in helping to break the cycle of homelessness for some of Dorset’s most vulnerable residents.



**Travel requirement**

This position has a significant travel requirement. This means that there is a requirement for a vehicle (or transport deemed to be suitable by the county council) to be available on most working days to carry out normal duties. Employees in positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period.

# Other information

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.

The post is subject to Disclosure and Barring Service (DBS) checking.

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| **Context statement prepared by:** | | | |
| Housing Solutions Interim Manager | Nilima Ali | Date | February 2024 |