



Job description

Job Title:	Independent Living Coordinator
Post Number:	101CN
Grade:	6
Directorate:	Housing and Communities
Reports to:	Senior Housing Officer

Purpose of the job

To provide a housing support service to tenants in sheltered schemes. Work with and/or refer appropriately to internal and external support services to assist with complex issues faced by tenants.

Main areas of responsibility

- Undertake and maintain individual tenant's records and person-centred risk assessments using appropriate IT systems. Assist tenants to understand their rights and responsibilities under their tenancy agreement.
- Encourage and support tenants with appropriate benefits needs signposting to relevant agencies in the case of complex issues as necessary.
- Conducting weekly safety tests and ensuring a safe and healthy physical environment for both tenants and staff, promptly addressing any health and safety concerns.
- Oversee controlled entry to premises for tenants, staff, visitors, as well as maintenance and contractors.
- Facilitate viewings and assistance with individual accommodation needs Induct new residents into the scheme and support with getting their benefits in place.
- Respond to tenant inquiries regarding repairs and related matters in accordance with Council protocols
- Support tenants to live safely and independently by carrying out regular welfare checks either face to face or over the phone as appropriate. Carrying out welfare checks when required.

- Organise regular open meetings at the schemes for tenants to participate and address any concerns or topics.
- Monitor tenants rent accounts and support those at risk of arrears and ensure that appropriate action is taken to protect the Council's interest
- Assist residents to challenge and report any breaches in tenancy or anti-social behaviour concerns and escalate to the Housing Officer when required.
- Programme, monitor and support with lifelines for tenants living in the schemes. Liaise with Harborough Control Centre, keeping them updated of next of kin, new residents and terminations
- When vulnerable tenants are deemed to be at risk ensure they are escalated to appropriate safeguarding services To ensure high standards of customer care are maintained and that all enquiries from the public and Elected Members are dealt with efficiently and courteously.

Values

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; responding positively to challenges.
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

Health and Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be effected by acts or omissions at work.

Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

Criminal background check

Safeguarding children and adults is of utmost importance at Melton. This role has been identified as requiring a Disclosure and Barring Service (DBS) check. It is an obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status while employed.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.

Date Reviewed: 09 February 2024

Reviewing Manager: Senior Housing Officer



Person specification

Experience of working in a support environment with vulnerable citizens.

Good understanding of benefits especially Universal Credit, Pension Credit and Housing Benefit.

The ability to communicate with a wide range of groups and to sign post to agencies.

Strong listening skills and the ability to problem solve.

Ability to establish & respond to customers' needs in the most appropriate manner.

Ability to defuse difficult situations.

Ability to maintain professionalism, particularly in stressful, emotional or difficult situations.

Ability to work as part of a team.

Committed to continuous service quality improvements.

Enthusiastic and self-motivated.

Good working understanding of safeguarding.

Good ICT skills.

Commitment to Council policies on Equalities, Health & Safety and Customer Service.

Full Driving licence.

Enhanced DBS Check.

Qualifications

Minimum GCSE in English & Maths