

## Supported Housing Worker (Homeless sector)

West London

30 hours per week

£22,442.00 gross per annum (£27,050.40 pro rata).

We are looking for an experienced client-focused individual to join our small team as a **Supported Housing Worker offering housing and support to up to 25 homeless clients.**

Wytham Hall operates as an abstinence based project in the Maida Vale area of West London. We aim to offer our residents solid ground upon which to begin to bring their lives under control, to address historical issues and to take steps, through accessing a range of internal and external support services, to develop and/or enhance those life skills necessary to live independently once more.

Benefits include 20 day's annual leave per annum, access to a pension scheme, the possibility of flexible working and significant opportunities for learning and development.

### Your key responsibilities:

- To provide key work support for clients.
- To maintain appropriate administrative and monitoring systems.
- To become involved in the running and management of four supported housing properties.
- To liaise effectively with external agencies as part of residents' support plans.

### About you:

- Experience of using standard office IT.
- Familiar with an administrative environment.
- Experience of working in a team.
- Experience delivering excellent customer care.
- Comfortable with working alone.
- High level of interpersonal skills and ability to communicate and liaise effectively with a wide range of stakeholders.
- Excellent organisational and time management skills.
- Work with an attention to detail and maintain accurate records.
- A desire to learn within the role and to be committed to personal development.

A '**Job Vacancies**' page can be found on our website alongside general information regarding our service:

<http://www.wythamhall.co.uk/>

Our 'Job Vacancies' page contains an 'Application Guide'. This provides guidance and an explanation of what you can expect if invited for interview.

Wytham Hall is committed to safeguarding and promoting the welfare of clients and expects all staff, workers and volunteers to share this commitment. We welcome and encourage applications from everyone regardless of age, disability, gender, ethnicity, religion and sexual orientation.

To apply and find out more, please visit our website to see a full job description and person specification. Please submit a copy of your CV and a detailed supporting statement explaining how you meet the criteria for the role as set out in the role profile.

Please post your application to:

Wytham Hall Jobs  
117 Sutherland Avenue  
London  
W9 2QJ

Closing date for receipt of applications: **27th February 2017.**

N.B. The successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS).