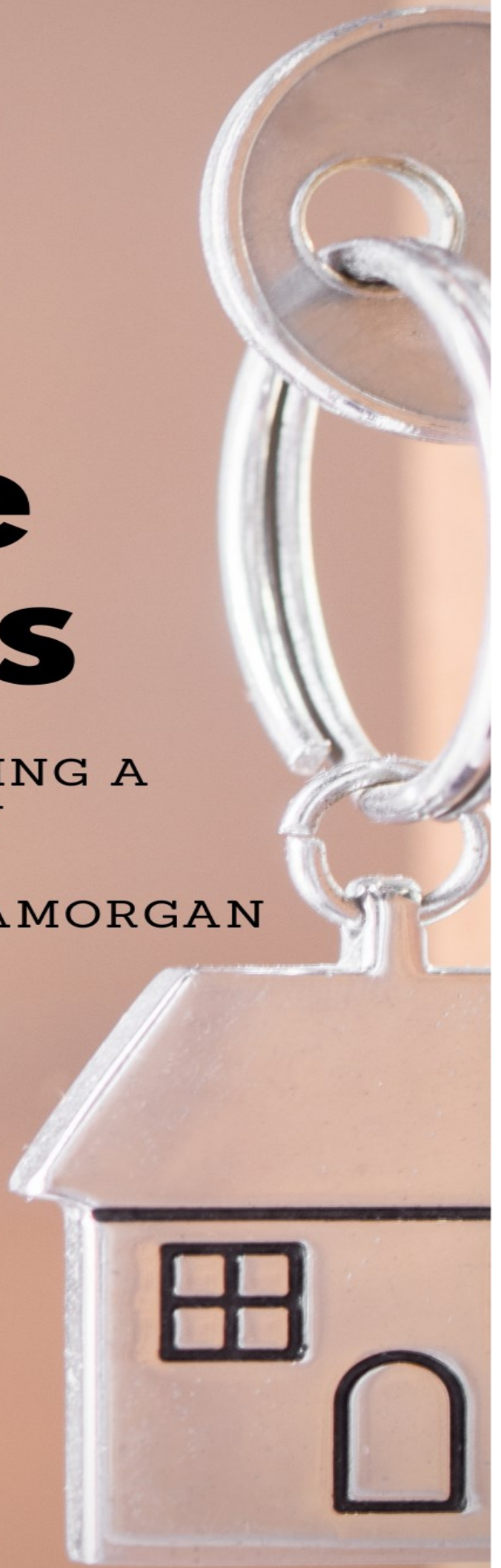


Home Access

HELP WITH RENTING A
HOME PRIVATELY
THROUGHOUT
THE VALE OF GLAMORGAN



Home Access is a small charity that was set up 29 years ago by members of Tabernacle Baptist Church (Penarth), to help the growing number of people struggling with homelessness in the Vale of Glamorgan. This is done mainly by providing a certificate bonds (deposit) that enables prospective tenants to access privately rented properties. Over the years the value of our bonds has increased in line with rental costs, and currently they are issued for up to £650. At present 58 households are supported with Home Access bonds. The office is currently based in Arcot House, Arcot Street, Penarth.

Home Access is managed by a small group of honorary trustees and management committee. We currently receive funding from the Welsh Government and the Local Authority.

Apart from administering the Bond Scheme our Housing Support Worker is able to help service users with a wide variety of issue that may affect the success of a tenancy. Those who have worked at Home Access describe it as being on a roller coaster ride.

We are privileged to sit alongside people at their lowest points; rising rents, shortage of affordable housing, eviction, debt, despair, bereavement, violence, addictions, homelessness and housing conditions few could imagine. The straight runs are times of relationship building, of consistent support and care, helping with form filling especially those online. Bends in the track are times when service users are faced with a problem they can't see their way around when a fresh pair of eyes and a helping hand helps put things into perspective. The high points of the ride are being able to welcome new service users into Home Access, to make them feel special and to see a person or family settled into a new life in a new home.

If you are interested in joining our team please apply in writing attaching an up to date CV and send it to homeaccess@tabspenarth.org.uk. The closing date for applications is 31 July 2024.

Please note that the appointment is subject to a six month probationary period and that an enhanced DBS Check will be required.

HOUSING SUPPORT WORKER

JOB DESCRIPTION

SALARY £7,807 per annum

HOURS OF WORK 12 per week

DUTIES

To manage and maintain a Bond Scheme within the Vale of Glamorgan assisting those on low income and in housing need to gain access to private sector rented accommodation.

To process Bond applications and to issue Bonds in accordance with laid down procedures.

To check and evaluate claims made by landlords.

To keep full records of all bonds issued, renewed, claims made, referrals received and all other relevant data in accordance with current Data Protection and GDPR rules.

To provide a regular report to the Home Access Management Committee on all aspects of the work.

To liaise with statutory and voluntary organisations.

To seek basic information on the suitability of any properties for which Bonds are requested, this may involve Environmental Health and Rent Smart Wales.

To promote the scheme amongst potential clients.

To visit properties, clients and landlords where this is necessary and safe to do so.

To establish good relationships with local landlords and to encourage them to use the Home Access Bond Scheme.

To provide ongoing support to enable a successful tenancy. This may include help where clients are applying for discretionary grants or state benefits. Also, when necessary, make ongoing referrals to other support agencies.

PERSON SPECIFICATION

Essential

An understanding and acceptance of the objectives of the Home Access Trust. These are to provide advice and support for those who are homeless or threatened with homelessness throughout the Vale of Glamorgan.

Applicants must demonstrate an ability to relate to vulnerable people in a sympathetic way whilst at the same time maintaining professional boundaries.

An understanding of the needs of homeless and vulnerably housed people.

The ability to work on their own initiative and with minimum supervision.

A commitment to undergo appropriate training, initially and on an ongoing basis.

Good English language skills.

Good Administrative and IT skills.

Basic numeracy skills.

Good negotiation and mediation skills.

Good written and verbal communication skills.

Desirable

Experience of working in or with housing or voluntary agencies.

Experience of working with the homeless or other related services.

Basic understanding of the private rented sector.

Experience of working with vulnerable clients.

Knowledge of state benefits.

Good effective time management skills.

Hold a current full UK driving licence with access to a car