**Advice and Support Officers | Croydon | Full Time | £23,000 per annum**

Established in 1981, CAYSH is both a charity and not for profit organisation, that specialise in helping to reduce the homelessness of young people and vulnerable adults.

Our mission is to enable young people to have a safe place to call home and to access opportunities to have the best chance in life. Based in South London we are now seeking to expand our model of care and support, across London and further afield, in South of England.

In this role, you will inspire and guide young people to improve their life skills, self-management and self-confidence, whilst on their journey to independent living. You will develop trusted, professional relationships while helping young people to plan and achieve their goals.

To be successful in the role, you must demonstrate proven experience of supporting vulnerable people and developing and implementing high-quality, person-centred support plans.

The successful candidate will earn a fantastic salary of £23,000 per year.

**What can CAYSH give to you?**

* A range of non-pay benefits, including professional development and training.
* Access to a pension scheme, with enhanced employer contribution
* Access to an Employee Assistance Programme which offers access to a range of personal and employment support service
* An Occupational Health and Wellbeing support service
* Flexible working patterns, including compressed hours

**Are you the right person for us?**

* Experience working with different agencies and understanding of support plans
* Proven background in motivating and inspiring others to reach their goals in life
* Knowledge of building empathy & trust, whilst maintaining professional boundaries and codes of conduct
* Knowledge and experience of child protection and the safeguarding of children and adults and associated good practice
* A good understanding of the needs and challenges faced by young and homeless people
* Excellent communication skills both written and verbal
* Ability to respond to incidents

**What will your role look like?**

* To ensure the young person is informed of what ‘Supported living’ entails including information on rent, service charges, housing benefit, move on, stay period, house rules
* To ensure child protection and safeguarding policies and procedures are adhered to and concerns are reported as required under the policy, legislation and relevant Local Authority Procedures
* To advise the young person on how to maintain their tenancy/ license agreement and consequences should they breach it
* To actively ensure the security of the building through visual inspection, regular Health and Safety checks and the reviewing of the CCTV system when appropriate
* To support the service user in the process of applying for Housing Benefit and any other relevant benefits and tenancy agreement
* To check the Rent accounts on a weekly basis and provide support or advice to young people to avoid accumulation of rent arrears
* To maintain a high standard of record keeping and administrative systems in an accurate and up-to-date manner in line with policy
* To attend staff, team and other meetings and training as required
* To carry out any other duties appropriate to the level and nature of the post

***\*\*Successful applicants will undergo employment checks, including an enhanced DBS check\*\****

**If you are ready to start your career at CAYSH, then click APPLY now! We can’t wait to hear from you!**

Your data will be handled in line with GDPR.