



Homes that change  
people's lives

## Job Advert: Supported Housing Officer

### Details

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**Reference**

001617

**Salary**

£ 25,000 (pro rata for part-time)

**Department**

Supported Housing

**Hours**

FTE and PTE posts

**Job Type**

Permanent

**Location**

Women and family services sites

**Closing Date**

Tuesday, 02 July 2024

**Planned Interviews**

Tuesday, 09 July 2024

### Job Description

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Elim Housing Association is a provider of housing and support services in the West of England and Gloucestershire. We are entering an exciting time of change and now have the opportunity to recruit supported housing officers to join our teams in Bristol.

*'Although it might be a challenging role at times, it is so rewarding and a privilege to be part of people's life's journey. If you'd like to make a difference in your career and other's people lives, this role is for you. Elim is a supportive organisation with a great sense of community and fairness. I have felt so encouraged and supported since the minute I started.'*

*Elim Colleague*

We have services located in central, north and south Bristol. Wherever you work, you will:

- Establish and maintain trusting relationships with our residents, some of whom will be parents, maintaining regular contact and facilitating a co-produced planned programme of support.
- Assess and identify the strengths, support needs and risks of in line with organisational Support Delivery and Risk Management procedures
- Assist residents to identify and access appropriate move on accommodation
- Encourage and facilitate the aspirations of the people you support in education, training and employment
- Work in partnership with external agencies to safeguard and facilitate the effective delivery of support and improve outcomes for those receiving our services

### Person Specification

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What you will need to be successful:

- Excellent communication skills, with the ability to communicate at all levels both orally and in writing, tailoring to individual need when required
- Ability to work in partnership with multiple agencies, including statutory agencies to improve outcomes for those receiving our services
- Empathy with the causes of homelessness for vulnerable women / parents and the barriers they face.
- Ability to identify and raise the aspirations of those receiving our services, encouraging education, training and employment
- Ability to maintain accurate and up to date records by using common Microsoft Office packages, Excel, Word, Outlook and other systems

## Benefits

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- 25 days annual holiday rising to 30 days.
- Paid day off for your birthday.
- Access to accredited training and career development through Elim Skills Academy
- Company pension.
- Life Assurance.
- Health cash plan, which includes discounts to a wide range of shops and services.
- Free onsite car parking

## Contact Us

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Units 3 & 4, Pinkers Court,  
Briarlands Office Park, Gloucester Road,  
Rudgeway, South Gloucestershire  
BS35 3QH

Call: 01454 411172

Email: [HR@ElimHousing.co.uk](mailto:HR@ElimHousing.co.uk)

## About US

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### **Providing homes, supporting people.**

Elim Housing is a socially responsible business delivering quality homes and support services which positively change people's lives.

We engage and innovate, and work in collaboration with others to enhance the wellbeing and independence of individuals and communities.