Swyddog Atal Digartrefedd Statudol

Cyfeirnod y swydd: AHHM00002D1VRE
Lleoliad: Russell House, Y Rhyl Ar draws y Sir

Cyflog: Gradd 6, £33,673 - £34,811
Oriau: 37 yr wythnos, Parhaol, Swydd fewnol

Rydym yn awyddus i benodi unigolyn brwdfrydig, llawn cymhelliant i fod yn Swyddog Atal Digartrefedd.

A ydych chi'n berson dynamig a blaengar sy'n credu ym mhwysigrwydd ffyrdd o fyw gwerthfawr ar gyfer pobl ac yn ystyried y natur unigryw ym mhob unigolyn?
A ydych chi'n gallu symbylu unigolion a'u teuluoedd i ddatgloi eu llawn botensial wrth ganfod atebion i'w materion yn ymwneud â thai a sicrhau canlyniadau cadarnhaol a chynaliadwy?

Os felly, dyma gyfle cyffrous i chi ymuno â'r Tîm Digartrefedd, a gweithio tuag at sicrhau canlyniadau ac atebion cadarnhaol i ddinasyddion diamddiffyn sydd mewn perygl o fod yn ddigartref, neu sydd yn ddigartref.

Penodiad yn amodol ar Wiriad Gwasanaeth Datgelu a Gwahardd a geirdaon boddhaol.

Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch Abbe Harvey ar 01824 706013.

Os oes gennych ddiddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan www.sirddinbych.gov.uk Am ddulliau eraill o wneud cais, cysylltwch â'r Adran Gwasanaethau Cwsmeriaid ar 01824 706100.

Rhaid i ymgeiswyr gwblhau ein ffurflen gais i gael ei ystyried. Mae'n ddrwg gennym nad ydym yn gallu ateb pob cais. Os nad ydych wedi derbyn ateb o fewn tair wythnos i'r dyddiad cau, dylech gymryd yn ganiatáol nad ydych wedi cyrraedd y rhestr fer am gyfweliad.

Dyddiad Cau: 30/11/2026

Statutory Homelessness Prevention Officers

Job reference: AHHM00002D1VRE
Location: Russell House, Rhyl (Cross County Working)
Salary: Grade 6, £33,673 - £34,811
Hours: 37 hrs Permanent, In-house role

We are seeking to appoint an enthusiastic and motivated individual to the post of Homelessness Prevention Officer.

Are you a dynamic, progressive person who believes in the importance of valued life styles for people and have regard for the uniqueness of each individual?
Do you have the ability to motivate Individuals and families to unlock their full potential in identifying solutions to their housing related issues and to achieve positive and sustainable outcomes?

If so this is an exciting opportunity is for you to join the Homelessness Service, working to achieve positive outcomes and solutions for vulnerable citizens who are threatened with or who are homeless.

Appointment subject to Disclosure & Barring Service Check and satisfactory references.

If you would like to discuss any aspect of the post, please call Katy Alger on 01824 712954

If you are interested in this vacancy, please apply on-line via the website www.denbighshire.gov.uk. For alternative methods of applying please contact Customer Services on 01824 706101.

Candidates must complete our application form to be considered. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

Closing Date: 30/11/2026

Mae Cyngor Sir Ddinbych yn ymroddedig i Gyfle Cyfartal a'i Safonau Iaith Gymraeg. Rydym yn croesawu ceisiadau yn y Gymraeg. Sylwch na fydd unrhyw ffurflenni cais a dderbynnir yn y Gymraeg yn cael eu trin yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.

Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD

Teitl y Swydd:	**Swyddog Atal Digartrefedd Statudol**
Graddfa:	**6**
Gwasanaeth:	**Gwasanaethau Cymorth Cymunedol**
Maes Gwasanaeth:	**Llwybr Gwasanaethau Digartrefedd**
Yn atebol i:	**Uwch Swyddog Atal**
Cyfeirnod y Swydd / Dyddiad cyhoeddi:	**03866**
Safonau'r Iaith Gymraeg	**Lefelau o ran sgiliau Cymraeg** **Lefel 1 dymunol**

Pwrpas y Swydd

Bydd y Swyddog Atal Digartrefedd yn darparu gwasanaeth cwsmeriaid rheng flaen proffesiynol a chynhwysfawr o fewn y Llwybr Ailgartrefu Cyflym Digartrefedd. Gan weithio gyda budd-ddeiliaid eraill, bydd yn ymgymryd ag ystod eang o dasgau gyda theuluoedd i sicrhau canlyniadau pendant er mwyn sicrhau nad ydynt yn mynd yn ddigartref.

Bydd deiliad y swydd yn gweithio gyda theuluoedd ac yn cynnal asesiadau statudol o ddigartrefedd mewn perthynas â Deddf Tai (Cymru) 2014 a gofynion canllawiau diwygiedig Llywodraeth Cymru a gyhoeddwyd ym Mehefin 2020. Y gofyn fydd atal digartrefedd rhag digwydd drwy gefnogi a symbylu teuluoedd digartref, a rhai sydd mewn perygl o fod yn ddigartref, i ganfod atebion sy'n benodol i'w sefyllfa dai bersonol nhw. Gweithio mewn partneriaeth â'r teuluoedd i ddatblygu Cynlluniau Tai Personol (IHP) er mwyn osgoi'r angen am lety Dros Dro mewn Argyfwng, a chanfod ateb er mwyn cael cartref parhaol cynaliadwy.

Pan fo dyletswydd statudol i ddarparu llety, bydd cyfrifoldeb am yr achos yn cael ei drosglwyddo i'r tîm amlddisgyblaethol er mwyn sicrhau cyfnod pontio llyfn a di-dor i'r teulu.

Bydd deiliad y swydd yn gweithio yn ôl cyngor ac arweiniad yr Uwch Swyddog Atal, ynghyd ag amrywiaeth o gydweithwyr amlddisgyblaethol, mewn modd cyfannol i alluogi newid a manteisio i'r eithaf ar botensial.

Prif Gyfrifoldebau

Amlinellir y cyfrifoldebau generig isod, fodd bynnag, yn ogystal efallai y bydd gofyn am ddyletswyddau ychwanegol o fewn lefel cymhwysedd deiliad y swydd, a byddant yn cynnwys:-

- Cynnal Asesiadau Statudol o Ddigartrefedd o fewn amserlenni deddfwriaethol

- Gweithio mewn ffordd sy'n canolbwyntio ar ganlyniadau i nodi a chydlynu cefnogaeth briodol sy'n canolbwyntio ar unigolion, cysylltu â darparwyr Grant Cefnogaeth Tai, gwasanaethau cefnogi cymunedol a thrydydd sector, ochr yn ochr ag asiantaethau partner mewnol ac allanol.
  Anelu at gyflawni canlyniadau personol mewn perthynas â'u hamcanion tai.
- Cefnogi cydweithwyr yn y tîm; Rhannu cyfrifoldeb fel aelod o'r tîm er mwyn darparu Gwasanaeth Atal Digartrefedd o ansawdd uchel, sy'n canolbwyntio ar unigolion a chanlyniadau
- Cefnogi asesiadau, ailasesu ac adolygu; ac asesiadau risg sy'n defnyddio amgylcheddau wedi'u llywio gan seicoleg ac ethos wedi'i lywio gan drawma.
- Datblygu Cynlluniau Tai Personol gydag aelwydydd, i gynnal eu cartref presennol neu symud i gartref parhaol, mwy cynaliadwy.
- Nodi'r angen am amrywiaeth eang o wasanaethau i gynorthwyo â byw o ddydd i ddydd a chefnogi cynnal tenantiaeth er mwyn atal Digartrefedd rhag digwydd.
- Datblygu a chynnal gwybodaeth am yr ystod lawn o adnoddau a chynlluniau a allai fod ar gael er mwyn atal digartrefedd e.e. blaendaliadau rhent mewn arian parod, bondiau di-arian, DHP ayb.
- Cyfathrebu a Chydlynu cefnogaeth
- Parhau i fod yn ymwybodol o newidiadau deddfwriaethol ac ymateb iddynt
- Cadw Cofnodion a chasglu data ar gyfer monitro perfformiad gan Lywodraeth Cymru
- Hyfforddiant a Datblygu
- Llywodraethu/Ymarfer Proffesiynol

Adnoddau / Offer / Deunyddiau

Ffôn Symudol, Gliniadur/Cyfrifiadur

Goruchwylio / Rheoli Pobl

Bydd deiliad y swydd yn gweithio gydag aelwydydd i ddatblygu'r anghenion cymorth a fydd yn cael eu cynnwys yn y Cynllun Tai Personol a chyfarwyddo gwaith ymhlith partneriaid a Darparwyr Grant Cymorth Tai.

Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad

Cymwysterau ffurfiol ym maes tai, cefnogaeth sy'n gysylltiedig â thai neu gyfwerth, neu'n gweithio tuag at gymhwyster o'r fath.

Profiad o weithio gyda phobl ddigartref a/neu bobl ddiamddiffyn a dealltwriaeth o'r problemau y gallent eu hwynebu.

Bydd deiliad y swydd yn credu ym mhwysigrwydd ffyrdd o fyw gwerthfawr ar gyfer pobl ac yn ystyried natur unigryw pob unigolyn. A ydych yn gallu symbylu aelwydydd i ddatgloi eu llawn botensial wrth ganfod atebion i'w materion yn ymwneud â thai a sicrhau canlyniadau cadarnhaol a chynaliadwy?

Sgiliau i herio arferion nad ydynt yn ymgorffori'r cysyniad o ail-addasu ac adfer a herio arferion nad ydynt yn hybu annibyniaeth a chynhwysiant cymdeithasol.

Gwybodaeth ynglŷn â'r ddeddfwriaeth berthnasol a'i gweithdrefnau gweithredu lleol, a phrofiad o roi'r wybodaeth hon ar waith.

Gallu ystyried a dehongli'r holl wybodaeth sydd ar gael a gwneud asesiadau y gellir eu cyfiawnhau o ran anghenion cysylltiedig pobl a risgiau ac egluro'r canlyniadau i'r rhai dan sylw, o ran atal eu digartrefedd.

Gwybodaeth a dealltwriaeth o faterion cydraddoldeb ac amrywiaeth.

Gallu gweithio ar eich liwt eich hun, cymryd cyfrifoldeb dros benderfyniadau, blaenoriaethu a rheoli eich llwyth gwaith eich hun, ymateb i gyfnodau tawel a phrysur yn y galw am wasanaethau.

Profiad o weithio mewn partneriaeth yn effeithiol, o fewn cyd-destun amlddisgyblaethol, gan weithio gyda phobl ddigartref, rhai sydd mewn perygl o fod yn ddigartref neu bobl ddiamddiffyn eraill.

Profiad o weithio mewn tîm yn darparu gwasanaethau sy'n canolbwyntio ar yr unigolyn / cwsmer mewn amgylchedd heriol a gallu cyfrannu at weithio'n effeithiol fel rhan o dîm.

Sgiliau cyfathrebu ardderchog yn ysgrifenedig ac ar lafar, gyda phrofiad o ysgrifennu nodiadau ffeiliau, cynlluniau a llythyrau proffesiynol, ac adroddiadau sy'n cydymffurfio â deddfwriaeth.

Sgiliau TGCh da e.e. gallu defnyddio Windows, Excel, e-bost ac ati.

Creadigrwydd ac arloesi
Bydd angen bod yn greadigol ac yn arloesol i ddatblygu atebion i broblemau cymhleth yn y swydd hon. Bydd canllawiau cyffredinol yn eu lle, ond bydd hyblygrwydd i weithio'n greadigol i ganfod atebion, gyda chefnogaeth.

Bydd deiliad y swydd yn greadigol wrth sefydlu cysylltiadau o fewn y gymuned ehangach i leihau effaith arwahanrwydd cymdeithasol a gwella ymdeimlad o les.

Amodau Gwaith Arbennig

Bydd deiliad y swydd yn gweithio mewn amryw o leoliadau; yn y swyddfa/ adeiladau lle mae mynediad i'r cyhoedd a chartrefi cleientiaid – pob un gyda gwahanol amodau. Mae disgwyliad y bydd y staff i gyd yn gweithio mewn ffordd hyblyg yn y Gymuned.

Wrth weithio'n unigol (yn darparu gwasanaethau wyneb yn wyneb mewn amryw leoliadau o amgylch Sir Ddinbych neu yng nghartrefi'r cleientiaid), mae'n rhaid i ddeiliad y swydd fod yn ymwybodol o'r angen i weithio o fewn paramedrau'r Polisi Gweithio ar eich Pen eich Hun a bod yn gyfrifol am eu hiechyd a'u diogelwch eu hunain.

Bydd y Gwasanaethau Digartrefedd yn ymateb i anghenion aelwydydd dros 7 diwrnod a bydd deiliad y swydd yn gweithio oriau ei gontract / ei chontract rhwng dydd Llun a dydd

Sul. Bydd hyn yn cynnwys gweithio ar benwythnosau a Gwyliau Banc, fel y cytunir o fewn y gwasanaeth ac yn ôl trefn rota.

Archwiliadau Cyflogaeth / Gofynion Penodol

Mae'n ofynnol i bob aelod newydd o staff fynd drwy ein gwiriadau recriwtio mwy diogel; clirio DBS, 2 eirda boddhaol yn cwmpasu 3 blynedd o gyflogaeth, tystiolaeth o gymwysterau hanfodol, tystiolaeth o'r Hawl i Weithio yn y DU.

Mae Cyngor Sir Ddinbych yn cydnabod ei rwymedigaethau i ddiogelu plant ac atal caethwasiaeth a masnachu mewn pobl, gan wneud popeth o fewn ei allu i atal caethwasiaeth a masnachu mewn pobl o fewn ei fusnesau. Mae sawl math o gaethwasiaeth modern, gan gynnwys masnachu mewn pobl, llafur gorfodol, caethiwed a chaethwasiaeth.

Mae diogelwch yn bwysig i bawb, ac mae gofyn i holl gyflogeion Sir Ddinbych weithio yn unol â pholisïau a gweithdrefnau Diogelu Oedolion / Plant y Cyngor, mae dyletswydd arnynt i roi gwybod am unrhyw bryderon sy'n codi yn ystod eu dyletswyddau a bod yn ymwybodol o arwyddion camfanteisio. Dylid codi unrhyw bryderon â'r Rheolwr Diogelu Penodedig er mwyn i'r Cyngor allu gweithredu pan gaiff camfanteisio ei adnabod.

Gweledigaeth / Cyd-destun

O ganlyniad i Bandemig Covid 19, mae'r gwasanaethau Digartrefedd yn mynd trwy gyfnod dwys o drawsnewid a moderneiddio.

Bydd Digartrefedd Statudol yn canolbwyntio ar weithio i atal digartrefedd. Gweithio'n agos gydag asiantaethau partner, ymgysylltu'n rhagweithiol ag aelwydydd i'w hatal rhag bod angen gwasanaethau llety cyn cwrdd â'r meini prawf ar gyfer Dyletswydd Statudol i Atal, a pharhau i gynnig cefnogaeth unwaith y bydd Dyletswydd wedi ei gosod i atal yr angen i gael llety gan yr Awdurdod Lleol. Bydd rôl y Swyddog Atal Digartrefedd yn allweddol i gyflawni'r trawsnewid hwn gyda'r weledigaeth o atal digartrefedd yn Sir Ddinbych.

Mae Atal Digartrefedd yn un o ofynion craidd Deddf Tai (Cymru) 2014. Mae'n ofynnol i'r Cyngor ddarparu Gwasanaeth Atal sy'n gallu dangos yn eglur ei fod wedi cymryd pob cam rhesymol i atal digartrefedd.

CYNGOR SIR DDINBYCH MANYLION AM YR UNIGOLYN

Mae'r Manylion yn nodi'r sgiliau, yr wybodaeth a'r profiad a ystyrir yn hanfodol er mwyn ymgymryd â dyletswyddau'r swydd yn effeithiol. Caiff ei defnyddio wrth lunio rhestr fer ac ar gyfer y broses o gyfweld am y swydd hon. Dylech ddangos ar eich ffurflen gais sut rydych yn bodloni'r meini prawf hyn. Byddwch ddim ond yn cael eich cynnwys ar y rhestr fer os ydych yn bodloni pob un o'r meini prawf hanfodol (â'r meini prawf dymunol lle bo'n berthnasol).

Teitl y Swydd:	**Swyddog Atal Digartrefedd Statudol**
Gwasanaeth:	**Gwasanaethau Cymorth Cymunedol**
Graddfa:	**6**

MEINI PRAWF	**HANFODOL**	**DYMUNOL**	**DULL ASESU** Ffurflen Gais / Cyfweliad / Cyflwyniad / Geirda ac ati
1. ADDYSG A CHYMWYSTERAU	Cymhwyster cydnabyddedig ym maes digartrefedd neu gefnogaeth sy'n ymwneud â thai, iechyd neu ofal cymdeithasol ar Lefel 3 QCF neu gyfwerth neu:- Profiad bywyd o ddigartrefedd Ymrwymiad i ennill cymhwyster QCF Lefel 3 neu Gymhwyster Cefnogi o fewn 2 flynedd i ddechrau'r swydd. Tystiolaeth o gefndir addysgol cadarn, gan gynnwys pynciau craidd ar lefel TGAU (Graddau A-C) neu gyfatebol.		Ffurflen Gais
2. PROFIAD PERTHNASOL	Profiad o weithio mewn lleoliad ailgartrefu cyflym neu iechyd a gofal cymdeithasol Sgiliau cyfrifiadurol gan gynnwys gallu defnyddio cofnodion electronig. Profiad o gyfathrebu gydag amrywiaeth o bobl gan ddefnyddio cyfryngau amrywiol. Cadw cofnodion a chyfathrebu'n		Ffurflen Gais Cyfweliad

	ysgrifenedig at safon uchel. Profiad o hyrwyddo annibyniaeth a chefnogi unigolion/teuluoedd i gyflawni eu canlyniadau personol		
3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD	Gwybodaeth am swyddogaethau cefnogi lechyd a Gofal Cymdeithasol a Thai a dealltwriaeth o gyfraniad pob tîm i amcanion y Gwasanaeth. Gallu cynnal asesiadau Digartrefedd gydag unigolion a'u teuluoedd, cydnabod a nodi'r cymorth sydd ar gael i deuluoedd i atal digartrefedd. Dangos agwedd gadarnhaol tuag at newid. Sicrhau cydymffurfiaeth ag ymarfer sy'n seiliedig ar dystiolaeth drwy sicrhau cofnodion cywir, defnydd priodol o gofnodion ffeiliau electronig a phapur, sgiliau cofnodi effeithiol a thystiolaeth o ymchwil sy'n llywio ymarfer. Gallu rheoli llwyth achosion o aelwydydd sydd angen ymyrraeth ar unwaith yn effeithiol. Gallu bod yn flaengar a defnyddio barn annibynnol o fewn y paramedrau a osodwyd ar gyfer y swydd. Sgiliau rhyngbersonol/ cyfathrebu effeithiol y gellir eu defnyddio i ddatblygu a chynnal		Ffurflen Gais Cyfweliad

	rhwydweithiau gyda chydweithwyr/ sefydliadau partner/ aelwydydd sydd mewn perygl o fod yn ddigartref. Lefel uchel o allu trefnu personol i reoli llwyth gwaith, cyflawni targedau, cwrdd â therfynau amser a gweithio mewn ffordd hyblyg er mwyn ymateb i anghenion cwsmeriaid a busnes ac/neu flaenoriaethau sy'n newid mewn amgylchedd sy'n gweithio'n gyflym. Dealltwriaeth ymarferol o hawliau a dewisiadau unigolion a phwysigrwydd grymuso.		
4. NODWEDDION PERSONOL	Aelod effeithiol a phroffesiynol o'r tîm sydd ag agwedd hyblyg tuag at ddyletswyddau a chyfrifoldebau. Trefnus gyda hunangymhelliant, a'r gallu i ddarparu cefnogaeth i unigolion a chydweithwyr. Gallu rheoli llwyth gwaith, cyflawni targedau, cwrdd â therfynau amser a gweithio mewn ffordd hyblyg er mwyn ymateb i anghenion cwsmeriaid a busnes ac/neu flaenoriaethau sy'n newid. Trafodwr effeithiol sy'n gallu herio, ysgogi ac annog eraill a chadw eu pen mewn sefyllfaoedd a allai fod yn annisgwyl ac yn llawn straen.		Ffurflen Gais Cyfweliad

	Yr hyder i benderfynu o fewn ei gymhwysedd, ei swyddogaeth a'i lefel o awdurdod a chydnabod yr angen i gyfeirio at weithiwr proffesiynol cofrestredig, Rheolwr Tîm/Arweiniol neu weithiwr proffesiynol neu Reolwr perthnasol arall. Parchu dymuniadau a chredoau pobl eraill, eu cynnwys mewn penderfyniadau a thrin pobl gydag urddas a pharch. Hanes cadarn o hunan-ddatblygu a chyflawni canlyniadau a deilliannau. Gallu hwyluso newid. Ymateb yn briodol i oruchwyliaeth ac adborth gan gydweithwyr o fewn ac ar draws Gwasanaethau a phartneriaethau. Gallu ymateb gydag empathi a sensitifrwydd i bobl sydd ag ystod o anghenion, heb farnu.		
5. GOFYNION ERAILL	Empathi at y Gymraeg a diwylliant Cymreig. Dangos ymwybyddiaeth o'r iaith Gymraeg a diwylliant Cymru yn yr amgylchedd gwaith. Gallu adnabod risgiau i chi'ch hunan ac i eraill wrth ymgymryd â gweithgareddau yn y gwaith a chymryd camau priodol i leihau'r risg.	Yn rhugl yn yr Iaith Gymraeg	Ffurflen Gais Cyfweliad

	Cadw cyfrinachedd, diogelu data a chydymffurfio â chanllawiau cysylltiedig lle bo hynny'n briodol. Sicrhau y cedwir at drefniadau rheoli perfformiad yr Adran. Cydweithio â'r cyngor i gydymffurfio â deddfwriaeth, polisïau a gweithdrefnau iechyd a diogelwch perthnasol wrth gyflawni dyletswyddau'r swydd. Gallu bodloni gofynion corfforol, teithio a symudedd y swydd (gyda neu heb addasiadau rhesymol). Meddu ar ymagwedd hyblyg tuag at ddyletswyddau, patrymau gwaith, lleoliadau ac oriau.		

DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

Job Title:	**Statutory Homelessness Prevention Officer**
Grade:	**6**
Service:	**Adult Social Care & Homelessness**
Service Area:	**Homelessness Services**
Responsible to:	**Senior Prevention Officer**
Job ID Number / Date Issued:	**03866**
Welsh Language Standards	**Welsh Language Levels** **Level 1 desired**

Job Purpose

The Homelessness Prevention Officer will provide a comprehensive, professional front line customer service within the Homelessness Rapid Rehousing Pathway. Working with other stakeholders, they will undertake a broad range of tasks with households to achieve definitive outcomes to ensure that they are prevented from becoming homeless.

The post holder will work with households, carrying out statutory homelessness assessments in relation to the Housing (Wales) Act 2014 and the requirements of the Welsh Government revised guidelines published in June 2020. The requirement will be to prevent the occurrence of homelessness by supporting and motivating homeless households and those at risk of homelessness to find solutions specific to their particular housing situation. Working in partnership with the households to develop Individual Housing Plans (IHP) to prevent the need for accommodation in Emergency Temporary accommodation, and to find a solution for a sustainable permanent home.

At the point where there is a statutory duty to accommodate, case responsibility will be handed over to the multi-disciplinary team ensuring a smooth and seamless transition for the household.

The post holder will work to the advice and guidance of the Senior Prevention Officer along with a range of multi-disciplinary colleagues in a holistic manner to facilitate change and maximise potential.

Principal Accountabilities and Responsibilities

Generic responsibilities are outlined below, however in addition, there may be additional duties required within the competence level of the post-holder including:-

- Carry out Statutory Homelessness Assessments within legislative timescales
- Working in an outcome focussed way to identify and co-ordinate appropriate person-centred support including, liaison with Housing Support Grant providers, community and third sector support services, alongside both internal and external partner agencies. With a view to achieving personal outcomes in relation to their housing goals.

- Supporting team colleagues; Sharing responsibility as a team member for the delivery of a high quality, person centred, outcome focussed, Homelessness Prevention Service
- Support assessments, reassessment and review; and risk assessments using both psychologically informed environments and a trauma informed ethos.
- Developing Individual Housing Plans with households, to sustain their existing housing or move to a more sustainable, permanent home.
- Identification of need for a wide range of services to assist in daily living and supporting tenancy sustainment to prevent Homelessness occurring
- Developing and maintaining knowledge of the full range of resources and incentives that might be available to prevent the occurrence of homelessness e.g. cash rent deposits, cashless bonds, DHP etc.
- Communication and Coordination of support
- Remain aware of, and respond to legislative change
- Record Keeping and collating data for Welsh Government Performance monitoring
- Training and Development
- Professional Practice/Governance

Resources/Equipment/Material

Mobile Phone, Laptop/Computer

Supervision/Management of People

Post holders will be working with households developing support needs to be included in the Individual Housing Plan and directing the work amongst partners and Housing Support Grant Providers

Knowledge, Skills, Training and Experience

Formal qualifications in the field of housing, housing related support or equivalent or working towards such qualification.

Experience of working with homeless and / or vulnerable people with an understanding of the issues they can face.

The post-holder will believe in the importance of valued lifestyles for people and have regard to the uniqueness of each individual. Ability to motivate Households to unlock their full potential in identifying solutions to their housing related issues and to achieve positive and sustainable outcomes.

Skills to challenge practices which do not embody the concept of readjustment and recovery and challenge practices that do not promote independence and social inclusion.

Knowledge of the appropriate legislation, and its local implementation procedures and experience of applying this knowledge.

Ability to consider and interpret all information available and make justifiable assessments of people's related needs and risks and explain the outcomes to those concerned, in relation to the prevention of their homelessness

Knowledge and understanding of equality and diversity issues.

Ability to work on own initiative, take responsibility for decisions, prioritise and manage own workload, adjusting to peaks and troughs in demand for services.

Experience of effective partnership working, within a multi-disciplinary context, in working with homeless, potentially homeless or other vulnerable people.

Experience of working within team delivering person centred / customer focussed services in a challenging environment and able to contribute to effective team working.

Excellent written and verbal communication skills, with experience of writing professional file notes, plans, letters and report that comply with legislation.

Good IT skills e.g. able to use windows, excel, email etc.

Creativity and innovation
The post will involve creativity and innovation to develop solutions to complex problems. General guidelines will be in place but there will be flexibility to work creatively to identify solutions, with support

The post holder will be creative in the establishing of contacts within the wider community to mitigate social isolation and improve sense of well-being.

Special Working Conditions

The post holder will work in a variety of locations; office based / public access buildings and clients' own homes – all of which will have varying conditions. There is an expectation that all staff will work in an agile way within the Community.

When working alone (providing face to face services at various locations around Denbighshire or in clients' own homes) the post holder must be aware of the need to work within the parameters of the Lone Working Policy and to be responsible for their own health and safety.

Homelessness Services will respond to the needs of households over 7days with the post holder working their contracted hours between Monday – Sunday. This will include weekend and Bank Holiday working as agreed within the service and on a rota basis.

Employment Checks/ Specific Requirements

All new starters are required to undergo our standard safer recruitment checks; DBS clearance, 2 satisfactory references covering 3 years employment, evidence of essential qualifications, evidence of Right to Work in the UK.

Denbighshire County Council recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all Denbighshire employees are required to work in accordance with the Council's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the Council can take prompt action when exploitation is identified.

Vision/Context

As a result of the Covid 19 Pandemic, Homelessness services are undergoing an intense period of transformation and modernisation.

The focus of Statutory Homelessness will be to work on the prevention of homelessness. Working closely with partner agencies, proactively engaging with households to prevent them requiring accommodation services prior to meeting the criteria for a Statutory Prevention Duty, and continuing to support once a Duty has been given to prevent the need to be accommodated by the Local Authority. The role of the Homelessness Prevention Officer will be key to achieving this transition with the vision of ending homelessness in Denbighshire.

Homelessness Prevention is a core requirement of the Housing Act Wales (2014). The Council is mandated to provide a Prevention Service that is able to clearly demonstrate that it has undertaken all reasonable steps to prevent homelessness.

DENBIGHSHIRE COUNTY COUNCIL PERSON SPECIFICATION

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

Post Title:	**Statutory Homelessness Prevention Officer**
Service	**Adult Social Care & Homelessness**
Grade:	**6**

CRITERIA	**ESSENTIAL**	**DESIRABLE**	**METHOD OF ASSESSMENT** Application Form / Interview / Presentation / References etc
1. EDUCATION & QUALIFICATIONS	A recognised qualification in homelessness or housing related support, health or social care at QCF Level 3 or equivalent or:-. Lived experience of homelessness Commitment to achieve the QCF Level 3 or Support Qualification within 2 years of commencement in post. Evidence of a sound educational background including core subjects at GCSE (A-C Grades) standard or equivalent		Application Form
2. RELEVANT EXPERIENCE	Experience of working within a rapid rehousing or health and social care setting Computer literacy skills including accessing electronic records. Experience of communicating with a range of people using varied media. Maintaining a high standard of record		Application Form Interview

	keeping and written communication. Experience of promoting independence and supporting individuals/household to achieve their personal outcomes		
3. JOB RELATED KNOWLEDGE & SKILLS	Knowledge of Health, Social Care and Housing support functions and understanding of each team's contribution to the Service's aims. Ability to undertake Homelessness assessments with individuals and their families, to recognise and identify support available for households to prevent homelessness. Demonstrate a positive attitude to change Ensure compliance with evidence based practice by ensuring accurate records, appropriate use of electronic and paper records, effective recording skills and evidence of research informing practice. The ability to effectively manage a caseload of households, all of whom need immediate intervention. Ability to use initiative and apply independent judgement within the parameters set for the post. Effective interpersonal / communication skills which can be used to		Application Form Interview

	build and maintain networks with colleagues / partner organisations / Households at risk of homelessness. A high level of personal organisational ability to manage a workload, achieve targets, meet deadlines and apply a flexible approach in order to respond to customer and business needs and/or changing priorities in a fast-paced environment Working knowledge of individual's rights and choices and the importance of empowerment.		
4. PERSONAL QUALITIES	Efficient and professional, motivated team player with a flexible approach to duties and responsibilities. Organised, self-motivated with an ability to provide support to individuals and colleagues. Ability to manage a workload, achieve targets, meet deadlines and apply a flexible approach in order to respond to customer and business needs and/or changing priorities. An effective negotiator who can challenge, motivate and encourage others and remain calm in potentially stressful and unpredictable situations.		Application Form Interview

	The confidence to make decisions within own competencies, role and level of authority and recognising the need to refer to a registered professional, Lead/Team Manager or other relevant professional or Manager. To respect others wishes and beliefs, involving them in decision making and treating people with dignity and respect. Proven track record of self-development and achievement of results and outcomes. Ability to facilitate change. Respond appropriately to supervision and feedback from colleagues within and across Services and partnerships. Ability to respond with empathy and sensitivity to people who have a range of needs, in a non-judgemental way.		
5. OTHER REQUIREMENTS	Empathy with the Welsh Language and Culture To demonstrate an awareness of the Welsh language and culture within the working environment. The ability to identify risk to self and others when undertaking work activities and take appropriate actions to minimise risk.	Fluent in Welsh language	Application Form Interview

	To maintain confidentiality and observe data protection and associated guidelines where appropriate. To ensure adherence to the Departments performance management reporting. To co-operate with the council in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post. Able to meet the physical, travel and mobility requirements of the post (with or without reasonable adjustments) Has a flexible approach to duties, working patterns, locations and hours.		