



**STEVENAGE HAVEN**

*Shelter & Support for Single Homeless People*

**SECURE & SETTLED WORKER**

30 hours per week

(initial 18 month contract)

NJC Scale Point 22

Own car essential – travel allowance given

5 Ditchmore Lane

Stevenage

Hertfordshire SG1 3LJ

Telephone 01438 726703

Fax 01438 340155

Website [www.stevenagehaven.org.uk](http://www.stevenagehaven.org.uk)

Stevenage Haven is a charitable organisation providing emergency accommodation and daytime services to single homeless men and women. We are now able to extend our current floating support services to our clients who have moved into their own accommodation in the community and to provide enhanced resettlement services to our service users who are preparing to move on from our emergency accommodation.

This is an excellent opportunity for someone with drive, excellent communication skills, flexibility and commitment to ensure the successful delivery of this extended service. Main duties will be to establish and develop partnership working with statutory and voluntary organisations that can also help to support our service users in their new tenancies in the community.

The hours of work are 30 hours per week, 4 weeks annual leave (pro rata) plus 8 statutory holidays. Travel allowance of 45p per mile will also be given. The successful applicant should possess at least two year's experience in a similar field with relevant qualifications, excellent inter-personal skills, in depth working knowledge of benefits, the welfare system and reforms, good listening and negotiation skills as well as an understanding of homelessness and its impact on people's lives. Permanent use of a vehicle is essential for this role.

If you think you have the necessary attributes to successfully provide this service and to make a positive difference to our service users enabling them to achieve secure and settled lifestyles in the community then please contact the H.R. Administrator, Zoe Day, on 01438 726703 or email [zoe.day@stevenagehaven.org.uk](mailto:zoe.day@stevenagehaven.org.uk) quoting Ref: SS/02/12. You can also download this information from our website: [www.stevenagehaven.org.uk](http://www.stevenagehaven.org.uk).

Closing date: 24<sup>th</sup> February 2012

Interview date: 5<sup>th</sup> March 2012