



HOUSEABILITY
Disabled Persons Housing Service Aberdeenshire

QUALIFICATIONS AND TRAINING

Essential:

- Academic achievement to HNC or equivalent transferable experience and skills.
- Current valid driving licence and ability to travel

Desirable:

- Professional Development Award in Housing Law Advice
- Working toward further relevant qualification

EXPERIENCE

Essential:

- Relevant experience in the voluntary sector
- Relevant experience in housing advice and advocacy

Desirable:

- Experience of working with a wide range of professionals and partners
- Relevant experience in working with clients with disabilities or long- term health conditions

KNOWLEDGE AND SKILLS

Essential:

- Knowledge of Housing legislation
- Client-focussed with excellent organisational, interpersonal, communication, interviewing and negotiating skills with the ability to work to tight and often conflicting deadlines and secure positives outcomes.
- Self-motivated team player with a positive approach
- Ability to work under own initiative with a high degree of confidentiality and integrity
- Ability to enable clients to articulate their needs and plan accordingly
- Ability to monitor and evaluate progress on client cases.



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Desirable:

- Ability to contribute to the Service Development
- Ability to draft reports for management and Board of Directors

Additional Requirements

Approach:

- Non- judgemental, accepting, open minded and flexible
- Genuine and empathetic
- Positive, welcoming and friendly
- Good understanding of boundaries

Driving Compliance:

As an authorised car user, it is a conditional of employment for this post that the employee holds a current full driving licence and an ability to travel, whenever required, in order to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments (currently 45p per mile).

The employee will also be required to produce the licence, on request, at periodic intervals.

Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.