

Job Title: Caseworker (Maternity Cover) - 12 months Fixed Term Contract

Reporting to: Caseworker Supervisor

Job Location: Strabane

Job Purpose: To work as part of the GABLE team, liaising with clients, builders, architects, the Northern Ireland Housing Executive grants office and any other parties involved in the grant process. To carry out all administration tasks required to progress client cases to satisfactory completion. To support the casework supervisor.

Salary Scale: £16,781 pro rata

Hours: 20 hours

Closing date: 15/06/17

Interview date: 21/06/17

Main Purpose of Position

To provide a dedicated administrative and advice service to your allocated caseload throughout the entire cycle of the application

To ensure service users are supported throughout to complete their application

To advise service users of other complimentary services available to them and assist them in accessing these services

To keep accurate records using GABLE recording systems

To carry out home visits

To support the project supervisor in the delivery of existing and new services

Specific Responsibilities

Management

- Setting appropriate timescales and milestones and ensuring that tasks are completed on time
- Managing workload and prioritizing duties
- Attending team meetings
- Sharing knowledge and experience
- Identifying and raising issues arising with clients, architects, builders, etc
- Preparing casework reports as requested by casework supervisor
- Supporting trainees/work placement students
- Identifying training needs of self and others
- Complying with all organisational policies and procedures

Health & Safety and maintenance

- To ensure that GABLE's emergency procedures for all public areas are adhered to, at all times ensure the safety and protection of the public and your colleagues

- To assist the evacuation of the building in the event of a fire, security alert or other emergency
- To ensure health and safety standards are met in GABLE minimising any risk to the public and staff
- Perform fire alarm and health and safety checks and take part in fire drills

Administration

- To understand and be able to operate the GABLE recording systems
- Using the GABLE brought forward system carryout all administrative tasks required to complete applications
- Writing up progress reports on individual client cases
- General office administrative tasks

General

- To undertake any other duties which may be reasonably requested by the Project Manager
- To work with the GABLE team to ensure the successful development of GABLE
- To attend and feedback to team and company meetings when appropriate
- To assist with fundraising tasks

Person Specification

Essential Requirements

- Experience in a front-line customer service environment.
- A good team player with a flexible and positive approach
- Good administrative skills and IT skills (Excel, Word, PowerPoint, Access etc.)
- Good communication skills, both written and verbal.
- Commitment to the goals of GABLE
- Valid driver's license
- Provision of a car for work purposes

Desirable Requirements

- Knowledge of NIHE grants process
- Access NI Checked

Application Method

To apply to this post please download both the **Application Form** and separate **Equality Opportunities Monitoring Form** from www.shelterni.org website.

Please note that CV will be not accepted.

SHELTER NI IS AN EQUAL OPPORTUNITIES EMPLOYER AND WELCOMES APPLICANTS REGARDLESS OF GENDER, INCLUDING GENDER REASSIGNMENT, MARITAL OR CIVIL PARTNERSHIP STATUS, HAVING OR NOT HAVING DEPENDANTS, RELIGIOUS BELIEF OR POLITICAL OPINION, RACE, DISABILITY, SEXUAL ORIENTATION OR AGE

APPLICATION FORM

Position: Caseworker (Maternity Cover)

Code: _____ (Official Use Only)

SURNAME:	FORENAME(S):
ADDRESS:	TEL NO:
	MOBILE:
	EMAIL:
NATIONAL INSURANCE NUMBER:	

ACADEMIC QUALIFICATIONS (continue on a separate sheet if necessary)			
YEAR	‘O’ LEVEL, GCSE, ‘A’ LEVEL, ‘AS’ LEVEL, RSA, Other	SUBJECT TAKEN	RESULT

ACADEMIC QUALIFICATIONS (After school e.g. At a college of further education or university)			
COLLEGE/ UNIVERSITY ATTENDED	SUBJECT(S) TAKEN	GRADE/QUALIFICATION OBTAINED	YEAR

EMPLOYMENT HISTORY (INCLUDING ANY VOLUNTARY WORK) – Please start with your present or last employer

From/To	Name & Address of Employer	Position Held and Brief Description of Duties	Reason for Leaving and Final Salary

COURSES ATTENDED (Give details of courses attended relevant to application)

Name of Course	Length of Course	Course Provider	Year

(Continue on a separate sheet if necessary)

MEMBERSHIP OF PROFESSIONAL BODIES EG. CHARTERED INSTITUTE OF HOUSING:

ANY STUDIES BEING UNDETAKEEN AT PRESENT:

ANY OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION
(continue on a separate sheet if necessary)

Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)

Please be advised that Shelter NI adheres to the Access NI Code of Practice and has a policy on the recruitment of ex-offenders, copies of which are available upon request from Shelter NI Head Office.

The information contained in this application form will be seen only by staff involved in the recruitment and selection process.

We believe that having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and the background of the offence(s).

Do you have a right to work in the UK?

The British Asylum and Immigration Act requires that all successful candidates must provide evidence of their Immigration status and eligibility to work in the UK. You will be asked to provide evidence, if you are called for an interview.

(Please delete as appropriate)

YES/NO

DO YOU HAVE A CURRENT FULL DRIVING LICENCE?

(Please delete as appropriate)

YES/NO

DO YOU OWN/HAVE USE OF A CAR?

YES/NO

MEDICAL HISTORY – Do you suffer from any physical or mental impairment that would prevent you from undertaking the job offered to you

WHAT LENGTH OF NOTICE WOULD YOU BE REQUIRED TO GIVE YOUR PRESENT EMPLOYER

PLEASE PROVIDE DETAILS OF 2 PEOPLE (NOT DIRECTLY RELATED TO YOU) WILLING TO ACT AS REFEREES. AT LEAST ONE MUST BE ABLE TO COMMENT ON YOUR WORK EXPERIENCE RELATING TO THIS POST (ONE MUST BE YOUR CURRENT OR LAST EMPLOYER)

Name:

Name:

Profession:

Profession:

Address:

Address:

Tel. No.

Tel. No.

Email

Email

STATEMENT OF APPLICANT:

The above information is true to the best of my knowledge and I understand that any answers given which prove to be inaccurate may invalidate my application.

SIGNED: _____

DATED: _____

An application returned by email will be treated as if it were a signed statement.

NOTE TO APPLICANTS:

- Application forms must be completed in full
- CV's will not be accepted
- Application forms received after the deadline date and time will not be accepted
- Please return the Equal Opportunities Monitoring Form
- If you do not hear from us within one week of the closing date, please assume that you have not been shortlisted on this occasion

The completed application form must be returned to:

Donna Booker
Shelter NI
58 Howard St
Belfast
BT1 6PJ

Mailto: donna.booker@shelterni.org before:

4.00 p.m. on Thursday 15th June 2017

Applicants short listed will be interviewed for the above post on 21st June at the GABLE Office premises.

GABLE Office address is:

Unit 24
Orchard Road Industrial Estate
Strabane
BT82 9FR