



# Placement Coordinator - Norfolk

**Part time – 16 hours per week**

**£12.45 per hour, £24,115.65 [FTE] per annum**

Our Heart & Home service aims to provide short term accommodation in supported lodgings, for young homeless people aged 16-24. The young people are consulted about all aspects of their daily life, including personal care, household tasks, financial and social arrangements.

As a Placement Coordinator you will be required to work with hosts and young people as part of a multi-disciplinary service.

## **This role will support you to:**

- Be responsible for day-to-day coordination of supported lodgings placements
- To assist the Manager with representing the service
- Work in partnership with Community Services, key stakeholders and a wide range of partner agencies
- Assist the Manager in providing effective leadership and support for the Support Workers
- Build strong partnership links and working relationships with local agencies, key stakeholders and other professionals

## **Requirements for this role:**

- **It is essential that you have a current Driving Licence and access to vehicle**
- Minimum of 2 years' experience working with the relevant client group/homelessness or children/young people in a supported accommodation setting
- Ability to work under pressure and remain calm in stressful situations
- Experience of lone working and ability to think and work independently
- Effective communication skills, both verbally and written
- A good understanding of appropriate Professional Boundaries
- Confidence to work independently and make key decisions

## **What we can offer you**

- Enhanced Holiday
- Generous Pension
- 24/7 Access to Employee Assistance Programme
- Occupational Health Support
- Mental Health & Wellbeing Support
- Enhanced Company Sick Pay Scheme
- CPD Training