

## Housing & Benefits Support Worker



This job is part time at **20 hours per week** and is offered on a **fixed term** basis for **1 year**. The actual salary is **£10,667** per year.

The post holder could choose to work one of the following arrangements:

- **3 days** -10am to 5pm (2 days) and 10am to 4pm (1day).
- **4 days** would be 10am to 3pm each day.

The post will be based in our Cambridge office, with some travel around the county (mileage will be paid for any journeys made in respect of work for Dhiverse). The post holder will have a **minimum of 2 years' experience** of providing **housing and benefits support** to vulnerable people, be able to demonstrate an understanding of **safeguarding, confidentiality and professional boundaries** and have a **friendly and approachable** disposition. All other requirements are set out in the job description and job specification

**The purpose** of this post is to support the social needs and health and wellbeing of people living with HIV in Cambridgeshire. The post holder will do this through supporting individuals to find and maintain accommodation, manage their financial situation through budgeting and debt management, including support with benefit entitlement checks, finding employment and/or training and providing low level emotional support and where necessary. The post holder will also support individuals at appointments with other agencies, if related to their HIV. The post holder will be expected to form positive, trusting, professional relationships with people living with HIV and will ensure that confidentiality is maintained at all times. The post holder will maintain a person centred approach with all service users and ensure that the empowerment model is adhered to at all times. They will ensure that effective professional boundaries are maintained with service users; colleagues, external partners and agencies at all times. The post holder will be expected to promote the service to relevant organizations and agencies around the county.

To apply please submit your CV and a covering letter to [enquiries@dhiverse.org.uk](mailto:enquiries@dhiverse.org.uk) saying why you believe you are suitable for the post. The deadline for CVs to be submitted is **Friday 29th June** (*please note CVs received after this date will not be considered*). The interview date is set for **Thursday 12th July in Cambridge**. We will advise you by **6th July** whether or not we would like to invite you for an interview. The expected start date for this job is **mid-September**.

### PLEASE NOTE:

- Any offer made will be subject to 2 satisfactory references and a satisfactory DBS check

**We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age**