



Interim Housing & Destitution Caseworker - Job Description

Reports to: Director
Salary: NJC scale 20 plus London Weighting - £18,009 pro rata
Hours: 21 hours
Role duration: 6 months

BACKGROUND

Hackney Migrant Centre (HMC) delivers a free, weekly advice and support service for vulnerable migrants on immigration, housing, welfare and access to health (our visitors). We support our visitors to resolve their immigration problems and move out of homelessness and destitution in the long-term, as well as assisting them to address immediate issues. Most of our visitors lack secure immigration status and are destitute as a result.

The post holder will be working alongside another (full-time) Housing and Destitution caseworker. Together you will provide advice on destitution and housing issues to migrants during the Wednesday advice and subsequent casework and advocacy to lift them out of homelessness and/or destitution. Where appropriate you will refer the visitors to the external immigration and housing advisors attending the advice service. The post holder will also support volunteers who assist with this casework.

The Housing and Destitution team works alongside our Access to Justice team, which consist of a caseworker and an Immigration Advisor, who provide weekly advice consultations and follow-up support to visitors at HMC.

MAIN DUTIES

1. Advice and Casework Provision

- Provide advice and casework support to homeless and destitute migrants accessing HMC
- Maintain records on their cases and regularly review their progress to ensure they are getting appropriate support;
- Develop links and partnerships with other organisations to enable effective joint working to assist vulnerable migrants

2. Casework monitoring

- Keep accurate and timely records of all visitors supported

- Contribute to the monitoring of housing & destitution work, and the issues faced by the project's service use for effective reporting and impacting monitoring
- Attend relevant training and share learning with HMC staff and volunteers
- Assist with data and evidence for relevant policy/strategic legal work carried out by HMC and other organisations
- Attend and contribute to relevant networks and groups as necessary

3. Collaborative Working

- Refer visitors to housing and community care solicitors for legal advice as appropriate
- Participate actively in staff meetings, and other meetings as may reasonably be required
- Assist and support volunteers at the advice service as required
- Work with partner agencies to explore creative solutions to the problems vulnerable migrant face and develop new opportunities

4. Other duties

- Support HMC's purpose of welcoming visitors and helping them to access rights and overcome injustice in the immigration system
- Work in line with HMC's strategic aims
- Administrative tasks relevant to the post
- Work collaboratively with other HMC staff, volunteers and professional advisors
- Attend HMC Trustees' meetings as required