



Referral Hub Coordinator

37 hours per week

Fixed Term until 31st March 2020

Up to £19,782 FTE (Dependent on Experience)

We are looking for a highly motivated and committed individual to receiving, assessing and processing referrals for floating support and accommodation for our Housing Matters Service. This role will include undertaking initial assessments of referrals, co-ordinating referrals with our partner organisations (NCHA and Falcon Support Services) and management of the waiting list.

You will have excellent organisational skills and have the ability to assimilate complex information and processes. You will have exceptional people skills, be a strong communicator and someone who has a passion for helping and supporting vulnerable people. In return, we offer opportunities to develop and build your skills and knowledge as part of our high performing team.

For an informal chat about the role please call the number below and ask to speak to Molly Boggis, Support Services Team Manager.

Closing Date: 10th June 2019 at 9am

Interviews on: 20th June 2019

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