



**LIVERPOOL  
CITY REGION**  
COMBINED AUTHORITY

**METROMAYOR**  
LIVERPOOL CITY REGION

# Candidate Information Pack

**Housing First Peer Practitioners and  
Housing First Practitioner Vacancies**

Thank you for applying and your interest in applying for a role with Liverpool City Region Combined Authority.

## **What is Housing First?**

Dr Sam Tsemberis founded the Housing First model in 1992 in New York City. (To learn more about Dr Tsemberis, follow this link [Pathways Housing First](#))

Housing First is based on the notion that in order to end homelessness, you provide ***Housing, First!*** By prioritizing housing as a basic human right an individual has a safe and stable environment from which they can then, with support, look to meet their other needs, such as health or recovery from substance misuse. This support can be provided in a coordinated and intensive way according to the requirements of the individual.

People are housed in general needs properties, with intensive support provided via a wraparound service. This wraparound service is then tailored to the individual's specific needs and can be scaled up or scaled down as required.

We embed choice within the Housing First model. An individual who accepts an offer of Housing First support should lead on all decisions around what their support is and should look like. Though the individual has consented to being re-housed via Housing First, the offer of a property is not contingent on them being willing to accept and engage with ongoing wraparound support. Instead, the individual has the flexibility to dip in and out of support services depending on their requirements. If someone does not engage with support, they will not lose out on the offer of support or be re-referred through the process. The option of support will always be available and Housing First Practitioners will continue with efforts to engage service users.

## **How does the model work for LCRCA (Liverpool City Region Combined Authority) Housing First?**

Within each Local Authority area, a multi-agency panel has been set up with key stakeholders working within homelessness, housing, NHS, Police, and other agencies supporting the client group to take referrals for new clients. These panels meet regularly to decide if an individual is suitable for Housing First and if they are not what alternative provision might be given. Once an individual has been accepted onto Housing First, they will be allocated to a Housing First Practitioner and engagement begins.

## **What makes a good Housing First Practitioner?**

There are many qualities, values and attributes that support the making of a great housing First Practitioner. Being Persistent, compassionate and respecting individuality alongside the: -

- Ability to deliver an accountable service, within identified timeframes, writing effective case notes, completing needs assessments, recording of measurable service user outcomes.
- Ability to advocate on behalf of the service user, implementing mediation where necessary and promoting the rights and responsibilities of a service user.
- Able to build empathy and support a service user to recognise their needs and strengths.
- A willingness to identify and 'own' problems while remaining resilient and solution focussed.
- Ability to develop and maintain effective work relationships with integrity, credibility, and influence.

- Ability to build and maintain effective working partnerships with social and private sector property owners.
- Ability to demonstrate that you have expectations of a consistently high quality, an understanding of what a high quality (high fidelity) housing first service should look like.
- Ability to manage conflict and crisis for service users, using conflict resolution techniques, de-escalation techniques, and harm reduction strategies.
- An awareness of Homelessness law (e.g. Homelessness Reduction Act 2017) (training and support will be given on this to successful candidates)
- An awareness Adult social care law (e.g. Care Act 2014) (training and support will be given on this to successful candidates)
- Understanding of systems and processes in housing, social care, health and/or criminal justice.
- Good understanding of trauma informed approaches and the ability to apply trauma informed approaches. e.g. understanding of the impact of childhood adverse experiences (ACEs) and harm reduction approaches

## **Who will support you?**

As a Housing First Practitioner you have a variety of support networks within your role. These networks include regular individual support from your line manager along with forums for getting support from your team. This includes your local team and communities of practice.

There is also clinical support available to you from the Housing First Psychology team, along with corporate support through the LCRCA as an employee of the organisation.

On a weekly basis the Locality Manager will look at every case on their team's caseload and offer advice and support around case management. They will support you to look at the priority cases, manage safety issues and offer their expertise around managing your caseload. Intensive Case Management is part of the support that you are entitled to from your line manager alongside your monthly supervision; they should take the form of a 1-2-1 meeting either face to face or over the Microsoft Teams. These meetings should be a space where you not only review the case verbally but look at the supporting paperwork i.e., Safety and Inclusion Plan and Support Plan.

## **The recruitment process**

### **Shortlisting**

After the closing date of the vacancy, the applications are read carefully by a shortlisting panel to see how each candidate has evidenced their knowledge, skills and experience match the requirements of the job role.

The shortlisting panel is likely to consist of a combination of the Operational Lead, a Locality Manager, and input from our Lived Experience Group.

Feedback is available to all candidates, upon request, whether you have been shortlisted for interview.

## Interviews

The interviews for our Practitioner roles have two stages and you will need to attend both interviews to be considered for appointment to the vacancy.

At both stages, you will be asked questions intended to help you expand on your application and help you to demonstrate the extent to which you meet the requirements of the role.

The first interview will be with a panel from our Lived Experience Team. They will use their expertise to ask a series of questions to understand more about your values. The session will last about 20-30-minute session and the scores from this result will make up 50% of your overall recruitment score.

The second interview, the Competency Interview, will be made up of three panel members, which is likely to consist of the Operational Lead, Locality manager and a lived experience member. This panel result will be 50% of your overall recruitment score.

## Fair Recruitment

LCRCA puts significant importance on ensuring that every stage in our recruitment process is fair and properly carried out. We have a duty to ensure that everyone is treated in a non-discriminatory way. We hope that you will feel that you have been treated fairly, even if you are not appointed.

If you want to discuss why you have not been successful, please contact the recruiting manager in the first instance; who will be pleased to give you feedback.

## Completing the application form

Please allow yourself time to focus on completing your personal supporting statement.

## Supporting Statement

This is your opportunity to 'sell' yourself to us. You should clearly demonstrate how your own knowledge, skills and experience match the requirements of the job as detailed in the person specification and job description against the **essential criteria**.

Remember, if you do not tell us about your skills and experience, we will not know; we will not make assumptions about you or your abilities or experiences. We can only score your application based on the evidence you provide in your application. When writing your supporting statement think about the STAR approach in your examples. What was the S – Situation, T – Task, What action did you take A – Action and what was the R – Result.

## **Rehabilitation of Offenders Act, Disclosure and Barring Service & Basic Disclosures**

LCRCA is committed to the fair treatment of job applicants and existing staff regardless of whether someone has a criminal record.

Under the terms of the Rehabilitation of Offenders Act 1974, it is reasonable for employers to ask individuals for details of any “unspent” criminal convictions , (LCRCA do ask applicants whether they have any unspent convictions on the application form). The Act states that if an offender remains free of further convictions for a specified period (the “rehabilitation period”) the conviction becomes “spent.” Under the Act, a rehabilitated person is not normally required to disclose “spent” convictions when applying for a job. Care will be taken when dealing with evidence of convictions to ensure that “spent” convictions are identified and disregarded.

For posts that involve working **with children, young people, and adults at risk**, which are exempt from the Act, all convictions, cautions, reprimands, or final warnings which would appear on a DBS certificate should be disclosed, whether ‘spent’ or ‘unspent.’

**Applicants are required to submit the information relating to convictions (as described above) with their application. You should be reassured that this information will only be seen by those who need to see it as part of the recruitment process. If you are not shortlisted the information will be destroyed.**

The LCRCA is registered with the Disclosure & Barring Service (DBS) to carry out Criminal Record Checks and Basic Disclosures. A **DBS Criminal Records Check** is used to assess job applicant’s suitability for positions that involve working with children, young people, or adults at risk; which are exempt from the Rehabilitation of Offenders Act.

If there are matters revealed in a disclosure that may affect your employment with the LCRCA, we will discuss these with you. However, a criminal record will not necessarily prevent someone from being appointed to or employed in a post. Decisions will depend on the post and the offence(s). Candidates will be selected based on evidence of essential skills, knowledge, and experience. At the interview stage, or during a separate conversation, discussion will take place about any offences or other matters that might be relevant to the post. Please note that all successful applicants who have disclosed offence(s) and are successfully appointed will be supported to complete a risk assessment with their line manager and the HR business advisor to ensure you are supported within your role.

**Failure to reveal information that is directly relevant to the post, failure to provide satisfactory explanation or even providing false information could lead to withdrawal of an offer of employment.**

LCRCA complies with the Disclosure & Barring Service Code of Practice and undertakes to treat all applicants fairly and not to discriminate unfairly against any applicant based on a conviction or other information revealed from the disclosure process. Having a criminal record will not necessarily bar you from working with us as it will depend on the nature of the position and the circumstances and background of the offences.

## Time Table

**Successful Applications submitted will have provided good evidenced and care taken to be tailored to the job description role specifically evidencing the essential criteria.**

Date	Stage	Outcome
Monday 17 <sup>th</sup> March 2025	<b>Role Advertised</b>	Application Forms can be submitted.
Sunday 06 <sup>th</sup> April 2025	<b>Closing date for submission of Application Form</b>	Application Forms are collated for shortlisting.
w/c 07 <sup>th</sup> April 2025	<b>Shortlisting Process Commences</b>	You will be notified of the outcome of your application after the shortlisting process is complete. Successfully shortlisted applicants will be invited to participate in the next stage of the recruitment process. In addition to a panel interview, candidates may be asked to review a case study, deliver a discussion of their professional decision.
w/c 21 <sup>st</sup> April 2025	<b>Values based interview panel with the Lived Experience team.</b>	50% of the recruitment scoring based on the values of housing first and LCRCA
w/c 21 <sup>st</sup> April 2025	<b>Competency based interview panel.</b>	50% of the recruitment scoring based on the case review and competency-based questions about the role based on the Job description.
w/c 28 <sup>th</sup> April 2025	<b>Notification of the outcome of the interview process.</b>	Feedback will be provided to all candidates.