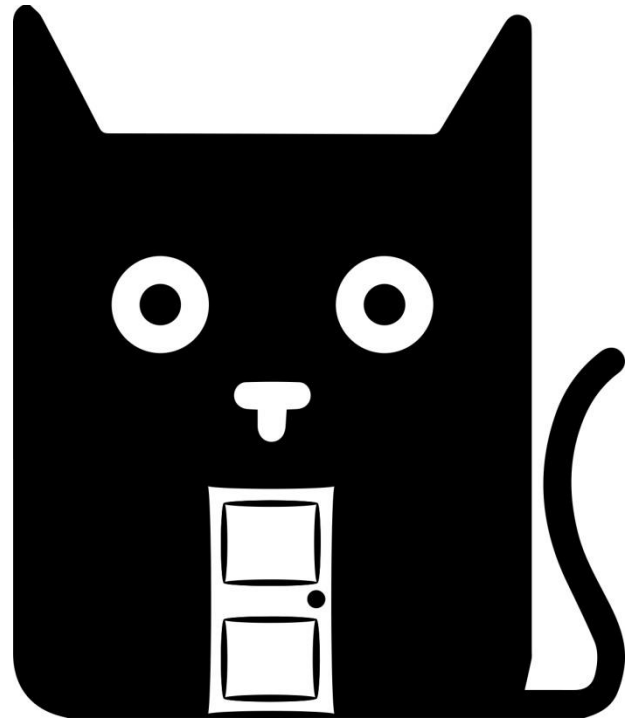


VOLUNTEER CASEWORKER

PERSON SPEC

The ideal caseworker will be :

- Personable & well presented
- Excellent verbal & written communication skills
- Comfortable in dealing with authority
- Access to telephone during normal office hours
- Computer literate with access to Facebook & Email
- Confident personality
- Diplomatic!



Caseworking will involve :

- Liaising with Lettings Agencies, Housing Associations & Private Landlords by phone/email/letter
- Assessing tenants at the request of the Landlord to ascertain circumstances & commitment
- Assisting tenants with vet references, pet CVs and other supporting documentation
- Dealing with rescue referred enquiries
- Completing AdvoCATeastmids paperwork
- Maintaining records for central filing
- Able to work a minimum of 3-5 hours per week

Interested? Please request or download our application form,
complete and send to : advocatsem@gmail.com

AdvoCATSeastmids

Working hand in paw with rescues, landlords & tenants