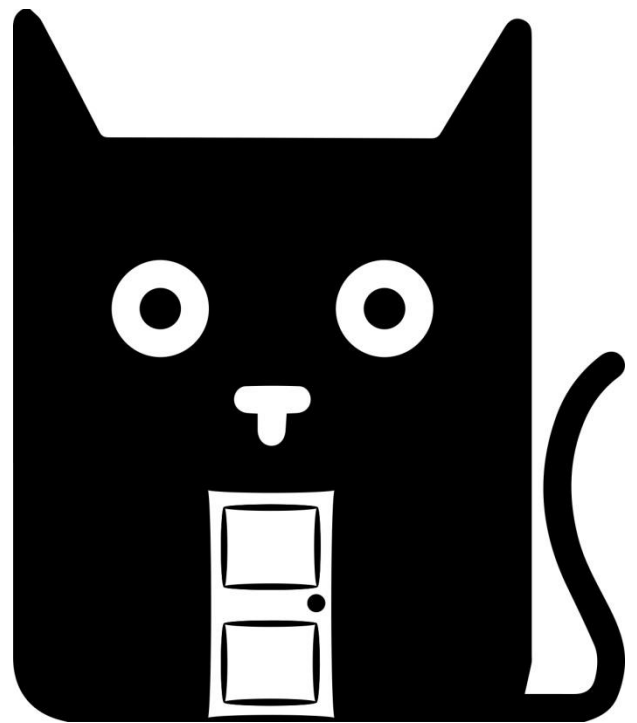


VOLUNTEER CASEWORKER

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, on email and ideally with
- access to Facebook Messenger and/or WhatsApp
- 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 referred enquiries
- Completing AdvoCATseastmids paperwork
- Maintaining records for central filing
- Able to work a minimum of 3 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

www.advocatseastmids.org.uk