

JOB DESCRIPTION

<u>Job Title</u>	Home Fire Safety Advisor
<u>Reports to</u>	Home Fire Safety Team Leader
<u>Reporting staff</u>	None

Job Purpose

To be responsible for carrying out Home Fire Safety visits in the homes of those most vulnerable to fire and its associated risks. To provide wellbeing support and advice where appropriate and signpost to relevant partner agencies as required.

Generic Responsibilities/Job Family

Technical

To provide specific support to a Service department or function which may include maintenance of records, distribution of information, participating in events or coordinating application / assessment processes.

To act as a point of contact for the function and provide appropriate advice, guidance and / or support.

To ensure effective systems are in place and provide advice to Senior Managers regarding system development and review.

NOT PROTECTIVELY MARKED

<u>Specific Responsibilities</u>	
1	As a lone worker, complete Home Fire Safety visits covering fire and wellbeing safety in high-risk homes across the service.
2	Undertake very high-risk Home Fire Safety visits that have been referred through partners, e.g. Safeguarding route, Ambulance, where the individual is hoarding / has dementia, or other high fire risk factors.
3	Contact and arrange Home Fire Safety visits, ensuring those at a higher risk are prioritised and undertaken promptly.
4	Booking in your own Home Fire Safety visits/appointments in a timely manner, ensuring adequate travel and admin time to maximise your output.
5	Assess fire and wellbeing risks and where appropriate attend as a joint visit with partners. You may need to install assistive technology and liaise with partner agencies if more specialised equipment is required. This could also include Arson Threats, working alongside the Police and / or Bobby Van. Giving enhanced safety advice when needed.
6	Work with other internal teams to ensure risk critical information is collected, shared and stored in accordance with Service policy. For example, Enforcement concerns, Operational Risk Information, Safeguarding Concerns.
7	Supporting crews to carry out Hot Strikes (post incident community targeting) following serious or significant incidents when requested.
8	Ensure all Home Fire Safety activity, referrals and outcomes are captured and recorded on, the necessary databases e.g. CFRMIS and liaise with the Home Fire Safety Team Leader and/or the Systems Analyst on all technical and electronic issues.
9	Always follow all GDPR procedures to maintain confidentiality and data protection regulations.
10	Refer any Safeguarding incidents or causes for concern to the Safeguarding Team immediately, making sure Service procedures for reporting are followed. If required, attend Multi Agency Meetings with partners to ensure positive outcomes for those being supported.