

## Local Authority Asylum Support Liaison Officer job description

### 1. OBJECTIVE

1.1 To facilitate the smooth transition of new refugees from government-supported accommodation into mainstream society during their 28-day 'move on' period and help facilitate the return of failed asylum seekers.

### 2. JOB PURPOSE

2.1 To work with the Home Office to manage a caseload of asylum seekers supported under s.95 of the Asylum and Immigration Act 1999 and have had their asylum claim determined to provide a holistic support service by:

(i) providing advice, information and guidance to those granted asylum or other leave to remain in the UK on how to access mainstream service.

2.2 For those asylum seekers awaiting a decision by:

(ii) preparing for the consequences of a negative decision by supporting a managed return to their country of origin, and

(iii) flagging the support available if a positive decision is made on their asylum claim.

2.3 To support the successful integration of adults and families granted asylum by minimising rates of homelessness, rough sleeping, poor health, economic hardship and social isolation and improving proficiency in English language.

### 3. PRINCIPAL DUTIES/ACTIVITIES

3.1 To establish and maintain a live client database of asylum seekers supported in the local authority area.

3.2 To assess clients and provide advice and support during the 'move on' period on appropriate services covering:

- housing
- benefits
- health
- employment
- English language

3.3 To assess clients and provide advice and support to facilitate their removal from the country where this is deemed to be the most appropriate option.

3.4 To work collaboratively with local statutory and Voluntary and Community Sector organisations by promoting their services and managing client referrals as appropriate.

3.5 To record all referrals made and work with statutory and Voluntary and Community Sector organisations to track progress and monitor outcomes.



3.6 To report activity and progress to the lead local authority every quarter

3.7 To evaluate the impact and success of interventions taken and the service provided to clients at the end of the first and second years, and contribute to the Government's evaluation of the service at the end of the second year.

3.8 To tailor the national approach to supporting successful new refugees by designing and agreeing innovative interventions appropriate to the local area.

3.9 To take into account the benefit to the established resident community of activities and interventions taken.