

Vacancy: Housing Officer Dublin



Dublin



Hours:

39 Hours per week / On-call



Reporting to:

Service Manager/Team Leader

About Peter McVerry Trust:

Established in 1983 by Fr Peter McVerry, the charity works with individuals at risk of, or experiencing homelessness, in Dublin, Kildare, Laois and Limerick. Peter McVerry Trust provides a wide range of services in the areas of homelessness prevention, housing, homeless services, under 18s residential and drug treatment.

Vision: "An Ireland that supports all those on the margins and upholds their rights to full inclusion in society."

The Purpose for the Role:

This is an exciting opportunity to work with a leading organisation in the field of social care and inclusion, this opportunity will allow you to develop your professional practice to an exceptional standard and offers you a structured career and professional development path.

Key responsibilities include:

1. To the Manager/Team Leader:

- To work for Peter McVerry Trust within the authority delegated to him/her by the Manager/Team Leader
- Meet with the Manager/Team Leader at regular intervals regarding the progress of his/her work;
- To assist the Manager/Team Leader in delivering core housing management services to residents of PMVT and their communities.

2. To provide direct support to residents through:

- Assisting them to manage their tenancies with intervention, support and supervision;
- Providing SLI (Supported Independent Living) service for the initial 6 months of their tenancy;
- Supporting them to manage their recovery in PMVT's drug free accommodation;
- Supporting residents in managing the payment of their rent and putting supports in place where they are managing rent arrears;
- When required, providing advocacy and referral to community services to help the residents integrate into their communities;
- Engaging in out of hours on call service on roster basis;
- Liaising with the appropriate agencies to support the ongoing health and well-being of the residents.

Responsibilities continued:

3. To assist with residents' case work through:

- Communicating with staff of Peter McVerry Trust where relevant
- Key-working the residents (where required);
- Assisting with resident's Individual Support Plans;
- Ensuring that residents are fully informed about all entitlements.

4. To maintain a safe and healthy living environment through:

- Adhering to safety and security protocols;
- Supporting residents with estate management matters;
- Ensuring that the environment in which they are living, inside and communal areas, are maintained to a high standard at all times;
- Advising and supporting residents with housekeeping needs;
- Mediating disputes and encouraging co-operation in shared living environments.

5. To respond to requests for service through:

- Linking in with other Peter McVerry Trust services, screening and assessment;
- Communication of information and referral to services where required.

6. To undertake administrative duties through:

- Maintaining residents' details and documentation;
- Rent collection and administration;
- Actively participating in staff meetings;
- Providing written reports to the Manager/ Team Leader where necessary;
- Recording any Incidents / Accidents that may occur.

7. Change in work programme:

- It may be necessary, from time to time, for the workload to be re-prioritised in order to accommodate workloads in other areas of the organization. Due notice and consultation will be given.

8. To have a positive and enthusiastic attitude in work:

- In your interactions with management, staff and participants of the Peter McVerry Trust.
- In your interactions with external agencies while representing the Peter McVerry Trust.

9. Other Duties:

- Any other duties as designated by the Manager/Team Leader/Social Care Leader.

Person specification:

Qualifications and Experience:

- Degree level qualification in Psychology, Social Care, Social Science, Sociology , Social Policy or other related discipline

Essential competencies:

- Commitment to providing the highest level of service, communication skills– oral, aural and written, openness to change
- Effective team working, professionalism, respect for others, focus on outcomes, contributing to the prevention and management of challenging behaviour and resilience and positive outlook

Employee benefits:

- Attractive Salary
- Core Professional Training and CPD
- Cycle to Work Scheme and Tax Saver
- Death in Service Benefit
- Employee Assistance Programme
- Career progression opportunities

To apply please download the application form:

Application Form

**Completed application forms should be sent to recruitment@pmvtrust.ie
along with CV and Cover Letter**

Peter McVerry Trust is an Equal Opportunity Employer

**Peter McVerry Trust Operations Ltd Registration Number 412953
Charity Number CHY7256**

Our Vision:

“An Ireland that supports all those on the margins and upholds their rights to full inclusion in society.”

Our Mission:

Peter McVerry Trust is committed to reducing homelessness and the harm caused by drug misuse and social disadvantage. Peter McVerry Trust provides low-threshold entry services, primarily to younger persons with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model and within a framework that is based on equal opportunities, dignity and respect.

