

Vacancy: Housing and Allocation Co-Ordinator



Head Office Dublin



Hours of work:
Full-time



Reporting to:
Head of Services

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."

Our Vision:

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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.

Peter McVerry Trust is an Equal Opportunity Employer

Peter McVerry Trust Operations Ltd Registration Number 412953
Charity Number CHY7256

Key Duties

Peter McVerry Trust provides a range of emergency accommodation services across 8 Local Authority areas with services developed in response to the need of adults, couples and families experiencing homelessness. In the provision of services, Peter McVerry Trust is committed to supporting those accessing its services to progress out of homelessness. In line with service level agreements and established key performance indicators of the National Quality Standards Framework in Homeless services, Peter McVerry Trust works within a Housing Led approach to achieve progressions with a range of progression avenues established and in continued development.

The Housing & Allocations Officer within Peter McVerry Trust will be responsible for co-ordinating across Peter McVerry Trust services to ensure that all services are being supported to work towards achieving agreed progression targets and that participants of Peter McVerry Trust services are provided with support and opportunity to progress from homelessness in a timely manner and to housing options appropriate to their identified needs.

The post holder will be required to proactively work within a housing-led approach to maximise progressions from homelessness of those accessing PMVT Services.

- To work within the National Quality Standards Framework on Homelessness and identify where improvements on standards can be implemented in conjunction with Peter McVerry Trust Head of Services with responsibility for NQSF and with local services management teams.
- Sourcing properties and developing professional connections with external stakeholders, Landlords, Estate Agents and Local Authorities in order to progress individuals from homelessness into independent living.
- To build a repository of landlords and estate agents to directly secure housing options for the participant group.
- To build and lead a team of assertive engagement workers with a remit across Peter McVerry Trust Services:
 - To secure progressions from homelessness of those accessing Peter McVerry Trust Services and those who are at risk of homelessness
 - To build a resource of landlords in order to secure private rented accommodation through Homeless Housing Assistance Payment (HHAP)

Duties continued:

- To liaise with services, Local Authorities and other agencies as appropriate in order to support progressions for participants.
- To ensure accuracy, professionalism in record keeping and that the data system applicable are kept up to date – PASS and PMVT CRM by both local services within Peter McVerry Trust and by the Assertive Engagement Team.
- Oversee a priority caseload; both external and internal – to identify the presenting needs of such cases and put appropriate interventions in place to support participants.

Responsibilities

- Co-ordinate regular review and update's on participant's Housing Applications and Housing Status and identify suitable progression routes
- To co-ordinate with services on the completion of Referrals and Placement Reports for return to Local Authorities
- Have a clear understanding of the Choice Based Letting Process Scheme for each Local Authority and support project workers in building capacity for completion of CBL applications.
- Have a clear understanding of Homeless HAP for each Local Authority and support project workers in building capacity for completion of Housing Applications with participants and related processes.
- To work closely with Peter McVerry Trust - Central Supports and Housing Development team to co-ordinate on voids and transfers so as to maximise allocations to Peter McVerry Trust participants.
- Have oversight of and liaise with Housing First teams in relation to respite placements and those awaiting Housing First tenancies within Peter McVerry Trust services to formalise move on plans.
- Working to build capacity and develop understanding of the various categories associated with long term supported housing and provide support and guidance to project worker's on completion of such referrals.
- Ensuring that the support needs to those progressing from homelessness have been identified and appropriate referrals have been completed.

Responsibilities Cont.

- Co-ordinating lease agreements, meeting times, key collection etc for participants as they move into their new homes.
- Work across PMVT emergency accommodation services to ensure:
 - Up-to-date and accurate housing and progression data of participants.
 - That services are working within a housing led approach to meet service targets on progressions.
 - To identify progression routes for all participants and support through assertive engagement
 - Review and edit data to ensure accuracy of information
- Gather Statistics on referral pathways and progressions as per Key Performance Indicators.
- Build reports via the internal data system highlighting activities within the service/organisation and capturing outcomes in line with organisational and national requirements.
- Work to deadlines and manage priorities.

Experience:

- Degree level qualification in Psychology, Social Care, Social Science, Sociology, Social Policy or other related discipline
- Project Worker Role experience greater than two years with Team Lead experience desirable.
- A demonstrated capacity to build secure progressions.
- A demonstrated capacity of professionalism and possess excellent communication skills and stakeholder engagement
- A demonstrated capacity to implant and develop on NQSF.
- Work successfully to co-ordinate a team.
- Willingness to work to task completion and manage multiple competing tasks to tight deadlines while ensuring timely delivery of high-quality work and projects
- High-level report writing and presentation skills using internal and external data management systems.
- Discretion handling confidential information

To apply please download the application form here.

**Completed application forms should be sent to
recruitment@pmvtrust.ie**