

Vacancy: Housing Officer Cork



Location:
Cork



Hours:
39 Hours per week / On-
call



Reporting to:
Service Manager/Team Leader

About Peter McVerry Trust

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness and the harm caused by substance misuse and social disadvantage.

The charity provides low-threshold entry services, primarily to younger people and vulnerable adults with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model.

In 2022, the charity worked with over 12,000 people and was active in 28 local authorities across Ireland.

Role overview

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 in communal areas, is 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

How to apply:

To apply please download the application form or visit pmvtrust.ie/careers:

[Application Form](#)

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

Peter McVerry Trust is an Equal Opportunity Employer.
Registration Number 412953 | Charity Number CHY7256