

Vacancy: Housing Officer



Hours of work:
Full-time



Dublin



Reporting to:
Service Manager



€34,466-35920

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.

Responsibilities:

The role of Housing Officer will include but not limited to, the following key responsibilities;

- 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 tenants of PMVT and their communities.

- To provide direct support to tenants through:
 - Managing your designated schemes/housing units in accordance with the Trusts policies and procedures;
 - Assisting tenants to manage their tenancies with intervention, support and supervision;
 - Providing SLI (Supported Independent Living), TSS (Tenancy Support & Sustainment) services for the initial 6 months at the start of their tenancy;
 - Supporting tenants 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 tenants 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 tenants;

- To assist with tenants' casework through:
 - Communicating with staff of Peter McVerry Trust where relevant;
 - Key-working the tenants (where required);
 - Assisting with resident's Individual Support Plans (where required);
 - Ensuring that tenants are fully informed about all entitlements and supported to apply for same.

Responsibilities:

- To maintain a safe and healthy living environment through:
 - Adhering to safety and security protocols;
 - Ensuring that health & fire safety checks are carried out on properties on a regular basis
 - Supporting tenants and all key stakeholders with estate management matters;
 - Supporting the tenant to ensure that the environment in which they are living including communal areas, are maintained to a high standard at all times;
 - Advising and supporting tenants with housekeeping needs;
 - Mediating disputes and encouraging co-operation in shared living environments.
- 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.
- To undertake administrative duties through:
 - Maintaining tenants' details and documentation on a timely basis. Ensuring that case notes are logged in a professional manner
 - 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.
 - Ensuring that the staff office and staff vehicles are maintained to a high standard.
- Change in work programme:
 - It may be necessary, from time to time, for the workload to be re-prioritised to accommodate workloads in other areas of the organization. Due notice and consultation will be given.
- 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.
- Other Duties:
 - Undertake any other agreed duties to ensure the provision of the service.

Experience Required

Qualifications, Skills and Experience required;

- Degree level qualification in housing, social care/youth work, addiction studies or related field;
- Essential competencies:
 - Commitment to providing the highest level of service, respect for others, openness to change, communication skills– oral, aural and written, contributing to the prevention and management of challenging behavior, professionalism & maintaining professional boundaries and effective team working. (All other competencies to be reviewed as part of the supervision and support process);

Other Information

- Confidentiality: It is a condition of service that all information obtained during employment, especially regarding participants' affairs, is treated with the strictest confidence.
- Equal Opportunities: To always implement Equal Opportunities into your daily practice
- Health and Safety: To be responsible for your own health and safety and that of your Colleagues in accordance with relevant PMVT policies and procedures.

Employee benefits

- Attractive salary: €34,466-35920
- 21 days annual leave allowance
- Core Professional Training and CPD
- Cycle to Work Scheme and Tax Saver
- Death in Service Benefit
- Employee Assistance Programme
- Career progression opportunities

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time.

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