

**Vacancy: Housing Officer**

Hours of work:

Full-time

Cork

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.**

**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.

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.

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);

Confidentiality: It is a condition of service that all information obtained during employment, especially regarding participants' affairs, is treated with the strictest confidence.



**Other Information**

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.

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**](https://pmvtrust.ie/wp-content/uploads/2024/01/PMVT-Application-Form.docx)

**Completed application forms should be sent to** [***recruitment@pmvtrust.ie***](mailto:recruitment@pmvtrust.ie)**along with your CV and Cover Letter.**

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