**Job Description: Resettlement Housing Officer - Regional**

Hours:

Full time

Reporting to:

Resettlement Manager

Location: based in CLare

Salary:34,466-35,920

**Role overview**

Mandatory Full Driving Licence

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 role of **Resettlement Housing Officer** is an essential part of the Resettlement service, working with a dedicated team as well as external agencies and other stakeholders.

**Responsibilities**

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

**To provide direct support to clients through:**

* Presenting to Accommodation Centers within designated remit to assess the housing needs of participants and identify most appropriate progression route.
* Assessing the housing need of households accessing Direct Provision and engaging with them to progress them into Private Rented Accommodation via HAP / Homeless HAP.
* Identifying and removing blocks to accessing Social Housing for those in Direct Provision i.e. the unique paperwork relevant to this client group.
* Working closely with Local Authorities to identify progression routes for participants, and to nurture the relationship with Local Authority staff for ease of progression.
* Priority case load; both external and internal – to identify the presenting needs of the potentially complex/ sensitive case and put appropriate interventions in place to support the participant. i.e. presenting to a Local Authority, offering viewings, liaising with landlords/ agents on their behalf, setting up a daft account.
* Sourcing properties and making and nurturing connections with Landlords and Estate Agents in order to progress individuals from homelessness into independent living
* Working with both participants and landlords. Negotiate, liaise, communicate and co-ordinate with tenants and landlords prior to tenancy commencement. Co-ordinating lease agreement, meeting times, key collection etc. Where required, negotiate, liaise and communicate with tenants and agencies involved in the project.
* To manage time effectively to maximise your working day while commuting.

**To assist with residents’ case work through:**

* Maximizing the Social Housing Applicants chances of progression i.e. identifying HAP eligibility, Senior Housing, best areas to have noted on Housing List Application, applying for Co-operative and Voluntary Housing, Choice Based Lettings etc.
* To advocate on behalf of the client group to external agencies.
* To inform households exiting Direct Provision of their entitlements.

**To undertake administrative duties through:**

* Keeping relevant internal data systems up to date, in order to track progressions, viewings sourced and to reflect the success of the Resettlement Team.
* Working towards an agreed target as outlined by project Manager/Team Leader.

**Change in work programme:**

It may be necessary, from time to time, for workload to be re-prioritised in order 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 residents of the PMVT.
* In your interactions with external agencies while representing the PMVT.

**Other Duties:**

Any other duties as designated by the Manager.

**Experience Required**

Qualifications, Skills and Experience required;

* Degree level qualified in 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);
* Ability to work independently and within a team environment and exercise mature judgement;
* Knowledge of the Immigration System and the Asylum process in Ireland is desirable.
* The ability to work independently, while keeping in contact with the team via phone and email.
* To develop your role as part of the team, and to use your initiative in order to receive the best outcomes for the client group

**Requirements of the role:**

* Full Clean Drivers License
* Ability to work flexibly
* Willing to travel when required.

**Other Information**

* **Confidentiality**: It is a condition of service that all information obtained during the course of employment, especially with regard to participants affairs is treated with the strictest confidence.
* **Equal Opportunities**: To implement Equal Opportunities into your daily practice at all times
* **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.

**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*****along with your CV and Cover Letter.**

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