

Job Description: Assertive Engagement Project Worker



Hours:
Fulltime



Location: Kerdiffstown
House, Naas, Kildare



Reporting to:
Manager of Services

Role overview

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 Assertive Engagement Worker plays a key role in delivering a Housing Led approach to social services. This position focuses on working with hard-to-reach clients and families, engaging them effectively and moving them toward independent living. The primary goal is to ensure strong engagement, develop tailored move-on plans, and progress clients into Private Rented Accommodation via HAP (Housing Assistance Payment), creating opportunities for the next cohort of housing-ready participants. This role involves collaboration with external services to provide comprehensive support, including education, training, employment, mental health services, and family support.

Responsibilities

1. Operational and Reporting Duties

- To work for Peter McVerry Trust within the authority delegated to him/her by the Manager/Team Leader/Social Care Leader;
- Meet with the Manager/Team Leader/Social Care Leader at regular intervals regarding the progress of his/her work;

2. Housing Support & Advocacy

- Build and maintain strong relationships with housing authorities, private landlords and other stakeholder to assist families in securing private rented accommodation.
- Assist clients in sourcing properties, arranging viewings, and applying for HAP, Choice Based Lettings, and Long Term Supported Accommodation and other available financial supports.
- Advocate on behalf of clients to ensure they receive necessary housing support
- Provide intensive support throughout the process to ensure a successful transition into the rental market.

3. Client Support

- Offer intervention, support, to clients to help them navigate the housing process and related challenges.
- Support clients in understanding their rights and entitlements, ensuring they are informed about HAP schemes and other available supports.
- Assist clients with housing applications, liaise with landlords and ensure readiness for property viewings and lease agreements

4. Casework and Individual Personal Plans

- Communicate effectively with other staff members in the service regarding client needs and progress
- Assist clients in developing and reviewing their Support Plans, ensuring they have clear goals and access to necessary supports.
- Ensure all client information and documentation are up to date and accurate.

5. Stakeholder Engagement & Service Coordination

- Engage with internal teams and external agencies to link clients with relevant services and resources.
- Assist clients with screening, assessments, and referrals to necessary support services
- Foster strong relationships with external partner to ensure clients have access to housing, healthcare and other community services

6. Administrative Duties

- Maintain accurate and up to date records of client details and casework
- Ensure systems such as PASS and Salesforce are regularly updated with client information and case progress.
- Actively participate in staff meetings and team discussions.
- Provide written reports to the Manager/Team Leader as required.

7. Professionalism & Attitude:

- Maintain a positive and enthusiastic attitude in all interactions with clients, staff, management and external agencies.
- Represent Peter McVerry Trust with professionalism and integrity in all dealings.

8. Commitment to Practice & Professional Development

- Regularly monitor, evaluate and reflect on your own knowledge, methods, and practice to ensure continuous improvement in your role
- Collaborate with your team to identify areas for personal and professional development, ensuring ongoing support and learning opportunities.
- Take responsibility for your own personal development, actively seeking and assessing relevant training and development opportunities to enhance your skills and knowledge
- Participate in supervision and support processes, utilizing feedback and guidance to improve service delivery and client outcomes.

9. Other Duties:

- It may be necessary, from time to time, for workload to be re-prioritized in order to accommodate workloads in other areas of the organization. Due notice and consultation will be given.
- Undertake any other duties as assigned by the Manager or Team Leader in line with the overall objectives of the role and the organization.

Experience Required

Qualifications, Skills and Experience required;

- Degree level qualification in Housing Management ,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 behavior and resilience and positive outlook
- Outcome focused and assertive

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

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.