

## Job Description

<b>Job title:</b>	Criminal Justice (TRAIL) Project Worker
<b>Reporting to:</b>	Team Leader
<b>Salary:</b>	€34,466 - €35,920
<b>Hours:</b>	Mon to Fri 9am-5pm, on call out of hours fortnightly
<b>Location:</b>	Dublin

### Role overview

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness.

#### **About TRAIL (Transitional Residential Accommodation into Independent Living)**

Criminal Justice TRAIL is a service within the organisation that provides a six-month placement for individuals with convictions for a wide range of criminal offences. TRAIL provides a variety of services that supports individuals nearing the end of a custodial sentence develop independent living skills and supports them with progressing to independent living.

We assist to identify meaningful work/activities that will also support people's secure integration into society. TRAIL works to fulfil their goal of reducing recidivism through meeting people's basic needs, providing them with the tools to access adequate housing and services tailored to their needs and ultimately reducing recidivism through integration into communities.

TRAIL provides a six-month placement in transitional residential accommodation to individuals upon release from custody. This service is a drug and alcohol-free environment and provides a comprehensive independent living programme through individually tailored support plans for each person. Staff support each individual with developing their support plans and provide weekly key working sessions and check ins, in order to track the progress of each individual whilst maintaining an encouraging and supportive relation.

This service is ideally suited to people who have engaged with services whilst in custody and are working towards a concrete post-release plan. Staff begin linking in with individuals prior to their release date through in-reach work. The role involves connecting with both internal and external agencies, using a multi-agency approach. This approach allows TRAIL to provide the best possible service to our participants.

Staff support individuals into progressing into their own accommodation by identifying progression routes through Local Authorities and Private Rented Accommodation/Housing Assistance Payment (HAP).

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This role works in line with both, 'Putting Community at the Heart of the Criminal Justice System (ICJA)', and the 'National Quality Standards Framework for Homeless Services in Ireland' aiming to meet objectives set out, such as ensuring that we provide a high standard service for the individuals residing in our transitional accommodation. We do this by ensuring the property is kept to a high standard, and that the supports we offer to the individuals are of a person-centred approach. Through a person-centred approach – the service will aim, to meet the individual's health & welfare needs, along with looking for progression routes out of homelessness.

## Responsibilities

Key Duties:

### To the Manager / Team Leader:

- To work for Peter McVerry Trust within the authority delegated to him/her by the Manager.
- Meet with the Manager at regular intervals regarding the progress of his/her work;
- To assist the Manager in delivering highest standard of support for our service users and providing regular updates on participant progress.

### To provide direct supports to individuals through:

- Assisting individuals to develop independent living skills with appropriate intervention, support and supervision;
- Support individuals to develop, manage & implement support plans and achieve their goals.
- Provide advocacy and referrals to community services to help the service users integrate into their communities;
- Liaising with the appropriate agencies to support the ongoing well-being and success of the individuals.
- Empower and assist individuals in developing the tools to identify appropriate private rented accommodation.
- Support individuals with their money management and managing the payment of their rent.

### To work in conjunction with both internal and external agencies

- Develop and maintain effective working relationships with agencies, community networks and other service providers.
- Liaising and developing positive relationships, with local authority's, landlords and local estate agents to identify progression options for individuals in our transitional accommodation.
- Engaging with local authorities in order to register an individual as homeless.
- Engaging with the IPS (Irish Prison Service) in an appropriate and timely manner in order to request and schedule in-reach assessments and visits.

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- Engaging with our PMVT Activation Team, along with local agencies such as Recruitment Agencies, Probation and day programmes to support individuals into meaningful day time activities, employment & education.
- Engaging with community gardai, to support individuals with signing on when required. Engaging with community gardai to ensure we are upholding our good neighbourhood policy in local areas.
- Engaging with local GP's & Mental Health Teams to ensure individuals are registered with a GP and have a medical card.
- Engaging with local addiction services and completing referrals where appropriate.

### **To undertake Administrative Duties:**

- Documenting, filing and maintaining individuals' details & documentation;
- Rent collection & administration;
- Completing in-reach assessments with individual's in custody.
- Providing written reports to management and/or external services when necessary;
- Recording any incidents / accidents that may occur.
- Using systems such as Word Document, excel, salesforce & PASS.
- Working collaboratively with individuals to develop tailor made support plans.

### **To maintain a safe and healthy living environment through:**

- Adhering to safety and security protocols;
- Completing health and safety checks in all transitional accommodation properties regularly.
- Ensuring that the environment in which individuals are living is maintained to a high standard at all times.
- Identifying maintenance and fire safety concerns, and liaising with maintenance groups.
- Advising and supporting individuals with housekeeping needs.
- Mediating disputes and encouraging co-operation in shared living environments.

### **To respond to referrals for service through:**

- Linking in with other Peter McVerry Trust services, the IPS and local authorities.
- Completing in-reach TRAIL assessments with appropriate referral's.
- Communication of additional information and referral status to services and referring agent when required.

### **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.

### **Commitment to Practice and Professional Development**

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- You regularly monitor, evaluate and reflect on your own knowledge, methods and practice and that of others.
- Share with management the strategies that work effectively for you and those that do not.
- You engage in our monthly supervision to identify professional development, and to assess development opportunities to meet your needs.

### Other Duties

- Any other duties required to ensure the provision of the service.

## Experience required

Qualifications, Skills and Experience required:

### **Full driving license essential**

- Degree level qualification in Social Care, Criminology or other relevant fields.
- Desirable 1-year experience in relevant fields within Criminal Justice or other (case management, developing and implementing support/care plans, demonstrated experience working with individuals with complex needs).
- A good awareness of the importance of GDPR and a good knowledge in data practices.
- A flexible and collaborative approach is required in order to work alongside multi-disciplinary teams.
- Commitment to providing the highest level of service and good communication skills—oral, aural and written.
- Effective team working, respect for others and professionalism.
- Ability to contribute to the prevention and management of challenging behaviour; show resilience and a positive outlook with a focus on outcomes.
- Ability to work with individuals within a non-judgemental capacity.

## Other information

All employees are required to adhere to PMVT's policies and procedures including but not limited to;

- 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.
- Child Protection: follow all child protection legislation, regulations, and guidelines including the PMVT Child Protection and Safeguarding Policy.

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### 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](#) available at [pmvtrust.ie/careers](http://pmvtrust.ie/careers) and return to [recruitment@pmvtrust.ie](mailto:recruitment@pmvtrust.ie) along with your CV and cover letter.