

Job Description

Job title:	Resettlement Housing Officer – Kerry
Reporting to:	Resettlement Manager
Salary:	€34,466 - €35,920
Hours:	Full-time, 6 month contract
Location:	County Kerry
Mandatory:	Full driving licence

Role overview

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

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.

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To assist with residents' case work through:

- Maximising 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 organisation. 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

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Requirements of the role:

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

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.

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 and return to recruitment@pmvtrust.ie along with your CV and cover letter.