



Job Advertisement

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| Job title: | Social Care Leader |
| Department: | Learning Centre |
| Reporting to: | Social Care Manager/ Deputy Social Care Manager |
| Salary: | €55,528 - €64,829 |
| Hours: | Full-time |
| Contract: | 6 months fixed-term (Maternity Cover), start date 24 th August 2026 |
| Location: | CMS – Dublin 8 |

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.

Peter McVerry Trust Learning Centres provide young people with a high-quality education programme. Our learning centres follow the formal junior certificate programmes of education. Our learning centres support young people who are unable to access or maintain education placements in the mainstream setting due to many reasons such as educational, behavioural, social or emotional challenges.

Our learning centres follow a strengths-based approach to working with young people. PMVT Learning Centres promote a non-judgmental support, empowerment and equality while enabling young people to see the positive impact education has on their future.

PMVT Learning Centres adapt a trauma-informed approach in the provision of education. The teaching team are supported by a team of social care workers who are training in trauma-informed care. The social care team provide a warm welcoming and safe environment for vulnerable students. All students are allocated a key worker who will support them throughout their placement to access additional supports where required and will help the student to create, develop and engage in an action-based support plan. This support plan will allow the student to engage in additional personal development supports during their educational placement.

Our teachers & project workers design a tailored learning plan with and for each student. Teachers will use this plan to meet the needs of each individual student.

The social care team work with the student to plan for life after graduation.

Our team support the student to identify their personal goals and to seek out further education and training opportunities upon their graduation from PMVT Learning Centres.

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Responsibilities

To the Social Care Manager/ Deputy Social Care Manager:

- To work for Peter McVerry Trust within the authority delegated to him/her by the manager;
- To oversee the administration associated with the recording system, roster, petty cash and monthly service reports;
- Meet with the manager at regular intervals regarding the progress of his/her work;
- To act on behalf of the manager at meetings as delegated including scheduling, chairing and writing minutes;
- To oversee all child protection concerns and ensure they are communicated to the manager with minimal time delay.
- Attend team meetings and Social Care Leader Meetings as required;
- To assist the manager in the day to day running of the service.
- To assist with oversight of recording and reporting and auditing processes as delegated by the manager.
- To respond to general queries from staff having sought appropriate direction from the manager.
- To support the manager in processing student referrals and maintaining student placement waiting lists.
- To support the manager in ensuring all referrals are processed in line with policy.
- To support the manager in the co-ordination of the Junior Certificate examinations.

To provide direct support to students through:

- Intervention, support and supervision;
- When required, advocacy and referral to community services;
- Supervising the behaviour of the students at all times;
- Liaising with the appropriate staff and external agencies in accessing appropriate educational progression options for students
- Planning educational, recreational and/or group activities.
- Being a positive role model and creating a welcoming environment;

To assist with students' case work through:

- Supporting the team with case management for all students;
- Communication with other PMVT staff as required and appropriate;
- Key-working with students in line with Welltree Model of Care;
- Assisting with student's Individual Personal Plans;
- Ensuring that students are fully informed about all entitlements.

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To maintain a safe and healthy living environment through:

- Act as shift coordinator and ensure all necessary tasks on shift are completed to a high standard;
- Adherence to safety and security protocols;
- Ensuring that the environment is maintained to a high standard at all times;
- Ensuring that all procedures in relation to fire safety are conducted in line with policy;
- Assigning routine tasks and domestic duties to students;
- Keeping stock of household necessities and purchasing weekly groceries;
- Cooking meals with and for young people;
- Advice and help to students with housekeeping needs;
- Mediating disputes and encouraging co-operation.

To respond to requests for service through:

- Links with other Peter McVerry Trust services, screening and assessment;
- Communication of information and referral;
- Offering ongoing support to former students where designated.

To undertake administrative and supervision duties through:

- Maintaining students' details and documentation;
- Oversee recording and reporting to ensure best practice;
- Providing written reports to the Manager where necessary;
- Oversee the review of all documentation and procedures following all incidents / accidents that may occur;
- To oversee and audit weekly & monthly soldo expenditure, ensuring all expenditure is inline with budgets and report to manager where discrepancies arise.
- Working closely with the manager; to carry out Performance Management and Supervision with staff team where appropriate and in line with the needs of the Service;
- To actively promote and monitor compliance with data recording systems e.g. Softworks and Salesforce.

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.

Team Management:

- As a Social Care Leader, it is important to take charge of the local onboarding process for new staff members and ensure they are properly introduced to your service. Additionally, you are expected to conduct regular one-on-one meetings with

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your team members in order to stay up to date on their progress and address any concerns or challenges they may be facing.

- You are responsible for providing guidance and support to your team members ensuring that you build a strong working relationship with your direct reports.
- You are responsible for setting clear goals and expectations for your team in addition to monitoring and evaluating performance.
- Provide regular feedback and coaching to help team members develop in their roles.
- Manage any conflicts or issues that arise within the team.
- Update your line manager regularly on any employee relations issue that may arise
- If any performance-related issues arise, they should be dealt with and resolved quickly and locally. Please contact HR if you require assistance.
- Develop and implement strategies to improve team performance and productivity.
- Ensuring that your team has access to regular training and development and update staff training records.
- Ensure that your staff are released from their duties to attend training as and when required.
- You are required to complete interim and final month probationary reviews with all new staff members reporting directly to you to assess their progress and provide constructive feedback. As well as performance reviews for existing staff.
- You are required to ensure that all staff on your team clock in and out for their shifts through the PMVT Time Management system and all leave is recorded properly through the time management system.

To have a positive and enthusiastic attitude in work:

- In your interactions with management, staff and students of Peter McVerry Trust.
- In your interactions with external agencies while representing Peter McVerry Trust.

Other Duties:

- Undertake any other agreed duties to ensure the provision of the service.

Experience required

Qualifications, Skills and Experience required;

- Degree level qualification in social care/applied social care/social studies or equivalent for Children's Residential Services positions;
- At least 2 years' experience working in residential services and/or related services setting ideally with some supervisory experience;
- 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 behaviour, professionalism & maintaining professional boundaries, focus on outcomes, initiative and taking responsibility, effective team working and leadership. (All other



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competencies to be reviewed as part of the Performance Management & Supervision process).

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

How to apply

To apply, please download the application form available at pmvtrust.ie/careers and return to recruitment@pmvtrust.ie.

Peter McVerry Trust is an Equal Opportunity Employer.

Registration Number 412953 | Charity Number CHY7256