Job Advertisement

Job title:	Graduate Residential Project Workers – Family Services
Department:	Family Services
Reporting to:	Manager of Service
Salary:	€39,684 - €41,358
Hours:	Full-Time
Location:	Swords, Co. Dublin

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 Role of Graduate Residential Project Worker is an essential role within the organisation that not only supports the teams providing support and guidance to our participants but also is an exciting opportunity to work with a leading organisation in the fields of social care/inclusion where you can put into practice the learning and skills you have acquired to date. You can also develop your professional practice to an exceptional standard.

Responsibilities

The role of Project Worker in our Family Services will include but not limited to, the following key responsibilities:

To the Team Leader/ Manager /Deputy Manager:

- To work for Peter McVerry Trust within the authority delegated to him/her by the Team Leader/ Manager /Deputy Manager.
- You will work as part of a team to maintain a safe, nurturing and trauma informed environment for the families placed in the service.
- You will have a working knowledge of the DRHE National Quality Standards Framework and inhouse procedures for implementing and maintaining these standards as appropriate to your role.
- To ensure high standards are maintained in the administration associated with the recording and reporting systems, roster, petty cash, SOLDO and monthly service reports;
- To ensure you are aware of Child Safeguarding Principles and act in line with PMVT Child Protection and Safeguarding Policy.
- You will meet with the Team Leader /Manager/ Deputy Manager at regular intervals regarding the progress of your work and participate in supervision.
- Attend team meetings, training, supervision in line with requirements.

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- You will assist the Team Leader/ Manager / Deputy Manager in the day to day running of the service, ensuring the service is run to the highest standards under the DRHE National Quality Standards Framework and support consistent preparation for Audit and Inspection process.
- Keeping relevant internal data systems up to date, in order to track viewings sourced, progressions achieved and to reflect the work of PMVT Family Services.
- To ensure all financial procedures are followed during shifts.

To provide direct support to families:

- To provide onsite direct support to parent(s)/Guardian(s) and their children in a caring and compassionate manner.
- You will be part of the development and implementation of the family's individualized housing progression and support plan and ensure the appropriate recording of both.
- Where required advocacy and referral to community services.
- Liaising with the appropriate professionals to access move on accommodation for participants including sourcing properties and establishing connections and engaging with landlords and estate agents in order to progress individuals from homelessness into independent living.
- Planning recreational or group activities for families.
- Supporting families at all times through the implementation of PASS comprehensive support plans, ICSPs and risk management plans via the key working process.
- You develop and maintain effective relationships with the family's, promoting their choices about their care and well-being.
- You promote the rights and independence of family placed in the service and support opportunities for feedback and communication.
- Creating a welcoming and trauma informed environment.

To maintain a safe and healthy living environment:

- Adherence to health and safety, fire safety and security protocols in line with legal requirements.
- You will contribute to the review and development of policies and procedures and adhere to relevant legislation, regulations, and standards.
- Keeping stock of household necessities and purchasing weekly groceries.
- You will complete daily tasks associated with service management including upkeep/cleaning and household budget.
- When required, act as shift coordinator (PW1) and ensure all necessary tasks on shift are completed to a high standard.
- Ensuring that the standard of the environment is always high, as part of a team creating a safe and welcoming environment, underpinned by trauma-informed principles.
- Supporting communal living spaces and cooperation, mediating disputes if required.

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To undertake administrative duties:

- You will be part of the team in maintaining participants' files and ensuring all files are kept to a high standard.
- You may be required to complete key-working overviews for participants and ensure any other relevant reports are completed including incident/accident/complaint reports.
- You will complete daily administrative as well as household tasks and support appropriate archiving processes.
- You will be responsible for the collection and appropriate recording of participant weekly contributions.
- You will be responsible for the management of Soldo and petty cash relevant to your role while on duty.

To work as part of a team and 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.

Other Duties:

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

Experience required

Qualifications, Skills and Experience required;

- Studying in final year of the Honours Degree in Social Care/Social Studies or related discipline
- 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 and initiative & taking responsibility and effective team working. (All other competencies to be reviewed as part of the supervision and support process).
- Passionate about social justice/social inclusion with an interest in the area of social care, youth work and/or addiction supports
- Reflective and compassionate and keen to develop your practice to a high standard

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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.

Benefits

- Core Professional Training and CPD
- Cycle to Work Scheme and Tax Saver
- Employee Assistance Programme
- Career progression opportunities
- 21 Days Annual Leave
- Death in Service Benefit

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.

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