Job Advertisement

Job title:	Relief Project Worker
Department:	Relief Panel
Reporting to:	Manager of the Relief Panel
Salary:	Hourly rate €19.57
Hours:	Varied
Location:	Across PMVT Services - Kildare
Contract type:	Part-time

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 Relief Project Worker is an essential part of the team providing support to participants across the organization.

Responsibilities

The role will include but not limited to, the following key responsibilities;

Key Responsibilities and 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;
- To assist the Manager/Team Leader/Social Care Leader in the day to day running of the project.

To provide direct support to residents through:

- Intervention, support and supervision;
- When required, advocacy and referral to community services;
- Supervising the behavior of the residents at all times;
- Liaising with the appropriate staff in accessing move-on accommodation for the residents;
- Planning recreational and/or group activities.

To assist with residents' case work through:

- Communication with staff of Peter McVerry Trust where relevant

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- Assisting with resident's Individual Personal Plans;
- Ensuring that residents are fully informed about all entitlements.

To maintain a safe and healthy living environment through:

- Adherence to safety and security protocols;
- Ensuring that the environment is maintained to a high standard at all times;
- Assigning routine tasks and domestic duties to residents;
- Keeping stock of household necessities and purchasing weekly groceries;
- Providing meals along with residents to support the development of independent living skills;
- Advice and help to residents 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 to resources;
- Offering ongoing support to former residents.

To undertake administrative duties through:

- Maintaining residents' details and documentation;
- Actively participating in staff meetings;
- Providing written reports to the Manager/ Team Leader/Social Care Leader where necessary;
- Recording any Incidents / Accidents that may occur.

Relocation:

- It may be necessary, from time to time, for shifts and workload to be re-prioritised in order to accommodate workloads in other areas of the organization. Relief Panel staff must be prepared to re-locate at short notice from one service to another when requested

To have a positive and enthusiastic attitude in work:

- In your interactions with management, staff, residents and external agencies of the Peter McVerry Trust.

Other Duties:

- Any other duties as designated by the Manager/Team Leader/Social Care Leader.

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Experience required

Qualifications, Skills and Experience required;

- Working towards Degree level 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.
- Ability to work independently and within a team environment and exercise mature judgement;

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.

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