Job Advertisement

Job title:	Resettlement Housing Officer
Department:	Resettlement Service
Reporting to:	Team Leader
Salary:	€39,684 - €41,358
Hours:	Full-Time
Location:	Co. Offaly & Co. Westmeath

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 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:

- Maximizing 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 organization. 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

• 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.

Peter McVerry Trust is an Equal Opportunity Employer.

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