# Job Description

**Job title:** Graduate Residential Project Worker

**Reporting to:** Manager of Service

**Salary:** €39,684 - €41,358

**Hours:** Full time

**Location:** Kerdiffstown, Kildare

## Role overview

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

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

**To the Manager/Team Leader/Social Care Leader:**

- To work for Peter McVerry Trust within the authority delegated to him/her by the Manager/Team Leader/Social Care Leader
- 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
- To provide a wide range of interventions, support and supervision to residents
- To assist the Manager/Team Leader/Social Care Leader in the night-time running of the service
- Any other duties as designated by the Manager/Team Leader/Social Care Leader

**To provide direct support to participants through:**

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

**To assist with participants' case work through:**

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- Communication with your peers
- Key-working participants
- Assisting with participant's Individual Personal Plans
- Ensuring that participants are fully informed about all entitlements

**To maintain a safe and healthy living environment through:**

- Adhering to safety and security protocols
- Assigning routine tasks and domestic duties to participants
- Keeping stock of household necessities and purchasing weekly groceries
- Providing meals along with participants
- Mediating disputes and encouraging co-operation
- Proactively identifying health and safety risks and raising these quickly and appropriately

**To respond to requests for service through:**

- Linking with other Peter McVerry Trust services, screening and assessment
- Communicating information and referral to resources
- Offering ongoing support to former participants where appropriate

**To undertake administrative duties through:**

- Maintaining participants' details and documentation
- Actively participating in staff meetings
- Providing written reports to the Manager where necessary
- Recording any Incidents / Accidents that may occur

**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 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.

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## 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.

## 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.

Peter McVerry Trust is an Equal Opportunity Employer.
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