

JOB DESCRIPTION

SECTION	Open Access
PROJECT	Coffee Shop
JOB TITLE	Project Worker
RESPONSIBLE TO	Project Leader
LOCATION	Eustace Street, Dublin 2
PURPOSE OF JOB:	To work as part of a team in providing professional services, access to food, respite and access to advice and information to single people and families who are out of home or at risk of homelessness. The service provides a safe environment which facilitates social inclusion and enables customers to become more involved in services. Project Workers also staff the evenings booking families into emergency accommodation.

MAIN DUTIES AND METHODOLOGY

1. To work within the framework of the overall objectives of Focus Ireland.
2. To work within the overall policies and procedures of Focus Ireland and those specific to the Coffee Shop.
3. To work to the Focus Ireland model and standards of best practice.
4. To work in the Coffee Shop and evening family team; following all policies of Focus Ireland while on-site.
5. To work a flexible 7 day rota to meet the objectives of the service.
6. To provide a safe, welcoming environment for people by facilitating conditions which reduce or remove incidents and/or harmful behaviours of people, having regard to Focus Ireland's TCI and managing violence policies.
7. To interact with people including observing their behaviour, dealing with people's emergencies in accordance with guidelines and reporting incidents to appropriate staff and recording observations for communication to other staff.
8. To support families to access emergency accommodation in the evenings through advocacy with the Councils and hotel bookings.
9. To assist in the daily cleaning of the service.
10. To be responsible for keeping up to date contact records, daily logs and written Incident and Child Protection Reports.

11. To assist in mentoring new staff and role model good work practice.
12. To supervise Community Service Volunteers (CSVs) and students as deemed necessary.
13. To take on an assigned lead role in the Coffee Shop daily.
14. To provide reports on a monthly basis as deemed necessary by management.
15. To work in close liaison and co-operation with other teams within Focus Ireland and other Statutory and Voluntary Agencies as deemed appropriate.
16. To attend Team, Section, Divisional, Organisational and external agency's meetings and training as required.
17. To engage in supervision sessions on a regular basis with the Line Manager.
18. To participate in relevant training and development courses as agreed with the Line Manager.
19. In conjunction with the Line Manager to continuously develop the role to ensure that all tasks are being undertaken in an effective and appropriate manner to meet the strategic aims and objectives of the Focus Ireland.
20. To undertake such other duties as might be reasonably assigned from time to time in consultation with the Line Manager
21. To be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of your line manager or Health & Safety Representative.

Focus Ireland is an equal opportunities employer

Criteria: Project Worker, Coffee Shop

Essential criteria

- Relevant third level degree in the area of social care i.e. youth work, social studies, addiction, psychology
- At least 2 years' experience in the social care field working with disadvantaged single people and families
- Experience of supporting marginalised households with high risk and challenging behaviour
- A working knowledge of issues affecting people out-of-home and their impact on people and their physical, emotional and psychological development/status.
- Relevant experience of working in a team which shares a common goal.

Desirable criteria

- A working knowledge of services in the homeless sector.
- An awareness of child protection issues and ways of responding appropriately to any concerns.