

## **JOB DESCRIPTION**

<b>Title:</b>	Project Worker
<b>Location:</b>	Various, Limerick City
<b>Reporting to:</b>	Project Leader
<b>Primary Purpose:</b>	To work as a member of the Housing Support Services Team providing Housing support and management for Residents accessing Focus Ireland Housing Services.

### **Key Responsibilities**

1. Work within the framework of the overall objectives of Focus Ireland.
2. To work as a member of the support Team based in Parnell Place.
3. To work under the supervision and direction of the Project Leader.
4. Ensure that rent and any other charges are paid by all Residents. Adhering to the Focus Ireland Rent Policy at all times.
5. To ensure Tenancy and Licence Agreements are understood by the Residents with whom you work.
6. To plan and facilitate group work in conjunction with the Team for the Participants on the Transition Programme.
7. To Key Work a number of the clients on the Housing Support Programme. This work involves working on an individual basis on issues, which they have identified as problematic. These include bereavement, addiction, relationships, self-awareness and esteem, home making etc.
8. To liaison with other agencies involved and make referrals as appropriate.

9. To provide Housing Management and Tenant Support for a number of Long Term Residents residing in a mixed community and to provide a floating model of housing management and support to projects off-site associated with the Hub of Parnell Place, either Focus Ireland owned or managed.
10. To liaise with outside Agencies to establish appropriate support to meet the identified needs of residents to enable independent living.
11. To maintain records in accordance with Focus Ireland Policy.
12. To provide written reports as required.
13. To ensure that each Residents Apartment is maintained to a reasonable standard and that the residents' responsibility in reporting of repairs maintenance is carried out.
14. To liaise and work effectively with the other divisions in Focus Ireland in relation to organisational procedures and policies in areas such as personnel, finance and administration, research, development, education, public awareness and services.
15. To liaise with and inform the Project Leader on a regular basis of issues arising from work with individuals living in the community.
16. To make contact and establish links, as appropriate with local services and relevant community groups in different areas of the city and/or county.
17. To develop information packs, with the assistance of other team members, on services in the local areas for new tenants including our own services.
18. To keep records on all aspects of the work.
19. To become familiar with and utilise the Database and MIP systems.
20. To participate in the review, evaluation and development of the services.
21. To liaise effectively with other project staff, and other staff across the organisation in relation to service delivery to customers.
22. To attend staff meetings and training
23. To assist in the development and implementation of policy.
24. To carry out tasks relevant to the day-to-day running of the project and service delivery.
25. To prepare regular monthly reports for supervision.

26. To deliver information talks to secondary school students within the catchment area of the hub.
27. To 'lone work' with individuals and families within the community, including peoples homes and/or other remote locations, and to adhere to the Lone Working policy and guidance including localised systems in place within the Project(s).
28. To engage in supervision sessions on a regular basis with the Project Leader.
29. To participate in relevant training and development courses as agreed with your Project Leader.
30. To undertake such other duties as might be reasonably assigned from time to time in consultation with the Project Leader.
31. 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**

**Essential Criteria**

- Third level degree in Social Care or relevant other
- Extensive experience working in a social care setting
- Experience of professional supervision.
- Experience of working as part of a team.
- Group work experience, particularly facilitation.
- Key-working experience.
- Experience of working in housing or homelessness. (Not essential but preferable)
- Understanding of basic issues re: homelessness.
- Advocacy and liaising with other agencies.
- Good communication skills.
- Ability to cope with and manage Lone Working including out of hours



