

Title: Project Worker (Maternity leave cover 39 hours per week)

Section: Tenancy Support and Sustainment

Project: TSS Prevention Wexford County Council

Reporting to: Assistant Project Leader/Project Leader

Primary Purpose: To undertake individual work with households to provide support to households that are at risk of becoming homeless, in order to assist them to occupy (or continue) to occupy their accommodation and progress from homelessness or potential homelessness towards independent sustainable living. This will involve home visits and the role will be to signpost and facilitate access to mainstream services.

Key Responsibilities

1. To work within the framework of the overall objectives of Focus Ireland.
2. To work in accordance to the Service Level Agreement between Wexford County Council and Focus Ireland.
3. To visit individuals and families in their local community and where appropriate in their own home.
4. To be aware of responsibilities and respond appropriately to any situation where child protection and welfare is a concern.
5. To contribute to the formulation of customer's needs assessment and to ensure that support plan is implemented, regularly reviewed and appropriate to the tenant's current needs.
6. To utilise the PASS system and keep up to date files and case work records in compliance with GDPR.
7. To maintain contact with the Housing Authority as appropriate and assisting with access to the relevant Housing Authority Services including Housing Welfare, Housing Information and Advice.
8. Provide advice and information to the tenant and referral to mainstream or specialist housing services as appropriate.

9. Establish links with accommodation providers to assist tenants in developing and maintaining positive interactions with them and to assist the tenant in accessing estate management, maintenance and repair services as required.
10. Advise tenants on day to day tasks relating to general household duties.
11. Assist the tenant with arranging and attending meetings, appointments, shopping and errands.
12. Advising and assisting the tenant with building positive relations with neighbours, including avoidance or resolution of disputes.
13. Assist service users to understand their rights, roles and responsibilities as tenants.
14. Assisting with obtaining entitlements for social welfare payments or other relevant financial supports.
15. Assisting with access to training , education and employment schemes or programmes
16. Assisting with access to other relevant services of advice and information such as the Money Advice and Budgeting and Citizens Information Services.
17. Accessing appropriate health and care facilities
18. To work within a rota for a five day service. Flexibility may be required from time to time including evening cover.
19. To attend and contribute to meetings and reviews as required and follow up on decisions made between the Project Leader and Local Authority representatives.
20. To implement the policies and procedures of the both the Project and Focus Ireland, inclusive of Health and Safety policy now and in any amendments in the future. To include Professional Conduct, Child Protection and Working Alone policies. Where based in a Local Authority Office to ensure to remain complaint to the Health and Safety Policy and Fire evacuation procedures of the location.
21. To attend team, sectional, divisional and any other organisation meetings as required
22. To engage in supervision sessions on a regular basis with the Assistant Project Leader
23. To participate in relevant training and development courses as agreed with your line manager

24. To undertake such other duties as might be reasonably assigned from time to time in consultation with the Project Leader.
25. 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
This role is subject to Garda Vetting