

JOB DESCRIPTION

Title: Assistant Project Leader
Team: Limerick Housing First Service
Reporting to: Project leader

The priority target group for a Housing First response is those who are vulnerable and long-term homeless with co-existing complex needs. It seeks to end homelessness for these individuals through promoting access to housing with intensive and multi-disciplinary visiting support.

Primary purpose of the Role:

To work as part of the management team of Focus Ireland and provide day-to-day leadership, management and supervision of staff employed by Focus Ireland in the Housing First Service.

Key Responsibilities:

1. To work to the principles and fidelity of Housing First. Providing support to promote and develop the methodology and service as required
2. To work within Focus Irelands Accountabilities for the position of Assistant Project Leader
3. Under the leadership of the Project Leader to maintain, develop and support staff performance, morale and motivation in line with all policies and procedures. To ensure staff carry out their professional duties to standards of best practice.
4. To supervise and appraise all staff according to the policy of Focus Ireland
5. In conjunction with the Project Leader and Manager to lead the team to plan, develop, implement and evaluate specific targeted work programmes by means of both internal and external reviews and evaluations.
6. Ensure effective inter-team working on behalf of the customers within the Housing First partnership, Focus Ireland's extended services and between Focus Ireland and other designated professional and community based professionals and services
7. To oversee the day to day coordination of the Housing First service and internal streams such the Intake street work service and Intensive case management housing support service
8. To develop and manage methods, structures and relationships to support the client with their individual housing, welfare rights and entitlements, to access move on accommodation and prevent a return to homelessness
9. To attend reviews; team, sectional, divisional and any other organisation meetings as required and follow up on decisions made.
10. To be involved in the developing and devising practices and procedures to meet the changing needs of the service

11. To be involved in the development and implementation of Health and Safety and Business Continuity Plans and procedures
12. Support an effective and integrated Housing First response via coordination and support for the Intake, Intensive case management, clinical and property functions of the service
13. Work within the framework of the overall objectives of the partner organisations
14. To participate in relevant training and development courses as agreed with the Project Leader and to identify and respond to training needs of staff
15. To work in partnership with other NGOs and Statutory providers to promote effective partnership working at all times
16. To provide support and monitoring of all recording and report systems, MIP, PASS, Omni ledger, Sectoral and monthly reports as requested
17. To be vigilant to any Health, Safety and Welfare risks in the workplace
18. To help provide and coordinate an assessment and case working service and to provide and coordinate the provision of support to off-site housing
19. To attend and participate in weekly management and team meetings
20. Prepare monthly reports and statistics for the Project Leader
21. To ensure adequate records are maintained in accordance with legislation and the Partnership policies
22. To ensure to contribute to the budget and annual plan contributions in conjunction with the Project Leader and support and implement the Annual Service Review process.
23. To undertake such other duties as might be reasonably assigned from time to time in consultation with the Project Leader
24. To participate in the out of hours rota for Focus Ireland services
25. To submit reports as requested to the Project Leader, the Manager of Homeless Services and the Director of Services, Focus Ireland.
26. To participate in supervision and performance appraisals with the Project Leader

Criteria: Assistant Project Leader

- Relevant 3rd level Social Care qualification at degree level
- Proven extensive experience working in a social care setting
- Experience of needs assessment, support planning and case management
- Experience of street outreach and housing provision
- Be committed to work in partnership with customers
- Excellent communication skills
- Be able to work on own initiative
- Computer literacy

- Full Clean Driving Licence

Desirable:

Previous Experience of working in a Housing First project