

JOB DESCRIPTION

Title: Project Worker

Location: Clare County Council, Ennis, Co Clare

Reporting to: Project Leader

Primary Purpose: To work as a member of the Housing Support Services Team providing Housing support and management for Residents accessing Focus Ireland Services. To provide case management support to single people who are either at risk of homelessness or who are homeless. 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 Clare.
3. To work under the supervision and direction of the Project Leader
4. To ensure Tenancy and Licence Agreements are understood by the Residents with whom you work.
5. 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.
6. To liaise with outside Agencies to make referrals as appropriate and establish suitable support to meet the identified needs of residents to enable independent living.
7. To provide Housing Management and Tenant Support for a number of residents residing in a mixed community and to provide a floating model of housing.
8. To maintain records in accordance with Focus Ireland Policy.

9. To keep records on all aspects of the work and to provide written reports as required.
10. 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.
11. To liaise with and inform the Project Leader on a regular basis of issues arising from work with individuals living in the community.
12. To make contact and establish links, as appropriate with local services and relevant community groups in different areas of the city and/or county.
13. To become familiar with and utilise the Database and MIP systems.
14. To participate in the review, evaluation and development of the services.
15. To liaise effectively with other project staff, and other staff across the organisation in relation to service delivery to customers.
16. To attend staff meetings and training
17. To carry out tasks relevant to the day-to-day running of the project and service delivery.
18. To deliver information talks to secondary school students within the catchment area of the hub.
19. To 'lone work' with individuals 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).
20. To engage in supervision sessions on a regular basis with the Project Leader
21. 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.
- 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