

Title:	Assistant Project Leader, Housing and Support
Location:	South Dublin (Focus Ireland's Tallaght office)
Reporting to:	Project Lead (HSE Mental Health)
Responsible to:	Creating Foundations Project Lead and Focus Ireland Services Manager
Primary Purpose:	<p>The aim of the service is to deliver a new housing-led, recovery-focused model in Dublin South Central Mental Health Services, involving the assessment of housing needs of all those resident in congregated settings and the provision of a package of support which will enable a proportion of this cohort to live independently and become full participants in their communities.</p> <p>To carry out a comprehensive assessment of the housing and support needs of all those resident in congregated settings. To undertake individualized work, in collaboration with HSE Mental Health Services, to assess and support individuals on their pathway into independent living, utilising the Housing Preference & Assessment Survey to develop and implement individual support plans.</p> <p>To lead and manage the roll-out of 'Creating Foundations' model across HSE Mental Health Services. This will involve the promotion of the model to mental health teams across the catchment area utilizing data gathered during the assessment phase and providing regular update reports to senior management.</p>

Key Responsibilities:

1. To support the day-to-day management of the service and deputise for the Project Lead in their absence
2. To present and promote the model to mental health teams and senior management across the catchment area.

3. To lead and manage the roll-out of 'Creating Foundations' model across HSE Mental Health Services.
4. To provide regular and ongoing progress reports to mental health teams and senior management across the catchment area.
5. To meet with and assess individuals who have been identified to us through the HSE mental health services in South Dublin, to ascertain the areas where they would like to be housed and their support needs to achieve this.
6. To work closely with the mental health services around the clients' support plans.
7. To present monthly reports and statistics to the HSE and Focus Ireland senior management.
8. To support and work collaboratively with 'peers' who are successful role models. These are service users of the mental health services who are now living independently and who are willing to encourage and support others with a housing need.
9. To source appropriate and suitable accommodation in conjunction with the individuals and to assist them with the moving process.
10. To visit individuals in their new homes on a regular basis.
11. To carry out ongoing assessments and reviews and develop and implement support plans with those referred to the service.
12. To work with a client-centered approach, encouraging autonomy and independence.
13. To build independent living skills, home management skills and capacity building skills of clients.
14. To make contact with and establish links as appropriate with local services and relevant community groups and to work closely where appropriate with housing providers.

15. To participate in the evaluation and ongoing development of services in South Dublin
16. To manage an allocated caseload and adhere to Care and Case Management processes and protocols.
17. To be aware of responsibilities and respond appropriately to any situation where child protection and welfare is a concern.
18. To supervise and support the development of the Peer Housing Support Worker.
19. Work within the framework of the overall objectives of Focus Ireland.
20. To liaise with, work co-operatively and effectively with the other personnel in Focus Ireland in relation to organisational procedures and policies in areas of personnel, finance, administration, research, development, education, public awareness and services.
21. To work with and under the supervision and direction of the line management within the project and engage in supervision sessions on a regular basis.
22. To be familiar with and comply with all relevant Focus Ireland policy e.g. Child Protection Policy, Confidentiality Policy, Customer Complaints Policy, Health and Safety Policy, Personnel Policy.
23. To maintain accurate records and statistics in accordance with Focus Ireland policy.
24. To provide regular concise written management updates to the Mental Health Services regarding their clients, for their files.
25. To comply with relevant HSE policies eg Confidentiality, Data protection, Lone Working etc

26. 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
27. To attend and contribute to Team, Section and Agency meetings as required.
28. To participate in relevant training and development courses as agreed with the Project Lead and Services Manager.
29. To undertake such other duties as might be reasonably assigned from time to time in consultation with 'Creating Foundations' lead, Service Manager and the Project Lead.

Criteria: Assistant Project Leader

Essential Criteria

- A relevant Third Level qualification at degree level e.g. social care, psychology, sociology
- Experience working in a social care setting in a coordinating role or management role
- Experience of supporting individuals with a mental health diagnosis
- Experience in carrying out assessments, including risk assessments
- Experience in developing support plans and carrying out reviews
- Experience of data gathering and analysis
- Presentation skills
- Ability to work on own initiative
- Ability to work alone and in a team setting
- Ability to display flexibility in the role
- Willingness to develop professional skills as identified through supervision

Desirable Criteria

- Experience of working collaboratively to develop new and innovative models of service provision
- Advocacy on behalf of a similar client group
- Report writing skills
- Information Technology skills
- Experience of dealing with child protection and welfare responsibilities and responding appropriately to any concerns
- Ability to deal with challenging behaviour

- Experience of providing formal supervision
- Clean drivers licence and own transport