

Title: Assessment and Placement Officer

Location: Limerick City and County Council | Limerick Homeless Action Team

Reporting to: Coordinator Homeless Services Limerick City and Council or his | her nominee

Primary Purpose: The aim of the role is to provide a support service within Limerick City and County Council | Limerick Homeless Action Team whereby clients can access advice and information as to their eligibility for emergency homeless services. Also, to support Individuals who are currently homeless to exit homelessness and access long term housing.

Key Responsibilities:

1. To make and take appointments, interview and assess clients seeking a home less service by appointment or unscheduled presentations at the public counter in Limerick City and County Council | Limerick Homeless Action Team
2. To provide assessment and advice to people who are homeless.
3. To participate where necessary in the Homeless Action Team.
4. To enable and assist clients to source suitable private rented accommodation.
5. To work with clients placed in emergency facilities with a view to securing long term accommodation and where possible, avoiding continued placement in emergency facilities.
6. Assist clients in settling into accommodation and ensuring they are fully briefed on services available to them from external agencies.
7. To receive and act upon referrals submitted via the interdisciplinary referral protocol.
8. Assist persons who are eligible for social housing, providing information and Assistance in presenting the application
9. Investigate cases thoroughly on behalf of Limerick City and County Council | Limerick Homeless Action Team, maintaining link s with other authorities, Gardai, CWO's etc.
10. Increase access to health and social services for those experiencing homelessness.
11. Create and maintain files and records of clients.
12. To provide the Coordinator with monthly reports on the caseload and move on plans.
13. To work with a client-centered approach, encouraging autonomy and independence

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 manage an allocated caseload and adhere to Care and Case Management processes and protocols.
16. To be aware of responsibilities and respond appropriately to any situation where child protection and welfare is a concern.
17. To liaise with, work co-operatively and effectively with the other personnel in Limerick City and County Council | Limerick Homeless Action Team in relation to organisational procedures and policies in areas of personnel, finance, administration, research, development, education, public awareness and services.
18. To work with and under the supervision and direction of the line management within Limerick City and County Council | Limerick Homeless Action Team and engage in supervision sessions on a regular basis.
19. To be familiar with and comply with all relevant Limerick City and County Council Limerick Homeless Action Team policy e.g. Child Protection Policy, Confidentiality Policy, Customer Complaints Policy, Health and Safety Policy, Personnel Policy.
20. To maintain accurate records and statistics in accordance with Limerick City ; County Council | Limerick Homeless Action Team policy.
21. 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
22. To attend and contribute to Team Section and Agency meetings as required.
23. To participate in relevant training and development courses as agreed with the Coordinator Homeless Services.
24. To undertake such other duties as might be reasonably assigned from time to time in consultation with the Coordinator Homeless Services.

Essential Criteria

- A relevant Third Level qualification at degree level i.e. social care, psychology, sociology
- Experience working in a social care setting
- Experience of dealing with child protection and welfare responsibilities and responding appropriately to any concerns
- Experience in carrying out assessments, including risk assessments
- Experience in developing support plans and carrying out reviews

- Ability to deal with challenging behaviour
- 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

- Advocacy on behalf of a similar client group
- Report writing skills
- Information Technology skills

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This role is subject to Garda Vetting.**