

Job Description

Job Title:	Project Worker
Project:	Support and Tenancy Sustainment
Responsible to:	Project Leader
Purpose of the Job:	To provide support to individuals who require support to sustain their tenancy in the community. The aim of the service is to provide a package of support which will reduce the likelihood of a family or individual losing their tenancy.

Main Duties & Methodology

1. To work as part of the Tenancy Sustainment team within Focus Ireland
2. To carry out an assessment of need of individuals referred to the service and to develop and work to a care plan to meet these needs
3. To visit individuals in their local community and where appropriate in their own home
4. To be responsible for the agreed package of support to a number of individuals who have been referred to the Tenancy Sustainment Service for either early intervention, crisis or settlement support
5. To provide support to individuals appropriate to the management of their tenancy and related needs
6. To make contact with and establish links as appropriate with local services and relevant community groups and to work closely where appropriate with housing provider/landlord
7. To be aware of responsibilities and respond appropriately to any situation where child protection and welfare is a concern.

8. To conduct regular client reviews
9. To work with a client-centered approach, encouraging autonomy and independence
10. To liaise with and inform the Project Leader on a regular basis of issues arising from work with clients
11. To engage in regular supervision sessions with the Project Leader
12. To work with and under the supervision and direction of the line management within the project.
13. 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
14. To work over a seven day rota if or when required.
15. To work as part of an on-call team for customers if or when required.
16. To maintain accurate records and statistics as per Focus Ireland policy.
17. To develop resource materials on services in areas in which you work.
18. To work in close liaison and co-operation with other Focus Ireland Services.
19. To supervise volunteers/students/support staff when required.
20. To participate in the review, evaluation and development of the project.
21. To participate in relevant training and development courses.
22. To attend and contribute to Team, Section and Agency meetings as required.
23. To prepare regular monthly reports for supervision or as requested by the Project Leader, Manager or Director.
24. To liaise, work co-operatively and effectively with the other divisions in Focus Ireland in relation to organizational procedures and policies in areas of personnel, finance and administration, research, development, education, public awareness and services.
25. To work within the framework of the overall objectives of Focus Ireland

26.To undertake other work that is assigned by the Project Leader, Manager or Director.

Pre-requisites for Position

Essential Criteria

- A third level qualification to degree level in the area of social care i.e. youth work, social studies, addiction, psychology etc
- Proven extensive experience working in a social care setting
- Very good understanding of child protection and welfare responsibilities, and appropriate responses to any concerns
- Ability to carry out client risk assessment
- Ability and willingness to work alone
- Ability to deal with challenging behaviour
- Ability to work in a team setting
- Willingness to develop professional skills as identified through supervision
- Own car and full clean driving licence.

Desirable criteria

- Advocacy on behalf of similar client group
- Experience of working with families
- Third level Qualification in social care, housing or relevant field
- Report writing skills
- Information Technology skills