

JOB DESCRIPTION

Title:	Resettlement Project Worker
Location:	Cork
Reporting to:	Project Leader
Purpose of Job:	To work as a member of the Housing Support Services and the Tenancy Support and settlement to provide planned programmes of settlement to people who are moving into long term accommodation enabling them to live as independently as possible. To assist in the development of Focus Ireland's services in Cork and to raise awareness in the community.

Main Duties and Methodology

1. To work within the framework of the overall objectives of Focus Ireland and ensure that the project's work practices are in line with Focus Ireland policies and procedures.
2. To work with and under the supervision and direction of the Project Leader
3. To build professional relationships and work effectively with a wide range of agencies and professionals in the community in all sectors. This includes arranging and delivering presentations.
4. Monitor trends within the homeless sector and implement responses in line with Focus Ireland strategy.
5. To advocate on behalf of clients to housing providers in all sectors, to local services, community groups and a range of other professionals.
6. To provide support / case management and individual key-working and to liaise with outside agencies on behalf of the tenants
7. To be responsible for the implementation of housing management procedures in relation to rent, up keep of property, license and tenancy agreements and landlord's responsibilities.
8. To 'lone work' with individuals and families within the community, including people's 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).
9. Maintain records in accordance with the policy of Focus Ireland.
10. Participate in weekly team meetings and other meetings as appropriate.

Founder & Life President Sr Stanislaus Kennedy | **Chairperson** Mr Gerry Danaher | **Directors** Ms Susan O'Connell, Mr John Moloney, Mr Diarmuid Burke, Ms Anna Lee, Mr Michael Layde, Mr Declan O'Flaherty, Prof Suzanne Quin | **Worker Director** Ms Pauline Burke | **Chief Executive** Mr Pat Dennigan | **Company Secretary** Mr Pat Dennigan |

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**Challenging
homelessness.
Changing lives.**

11. To participate in relevant training and development courses as agreed with your Project Leader
12. Participate in professional supervision with project leader.
13. 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
14. To undertake other work that is assigned by the Project Leader.

Focus Ireland is an equal opportunities employer

Essential

- Demonstrate an ability to work as part of a team
- Demonstrate an ability to problem solve effectively
- Demonstrate an ability to advocate appropriately on behalf of customers
- Demonstrate good communication skills
- Demonstrate experience of key working
- Demonstrate knowledge of the causes of homelessness
- Proven Housing support experience or similar experience
- Third Level Degree in Social Studies or related field.
- Driver's license and full access to vehicle.
- Ability to cope with and manage Lone Working including out of hours work.

Desirable

- Strong knowledge of services in Cork
- Experiencing of networking
- Experience of making presentations
- Experience in advocacy
- Knowledge/experience of child protection issues.
- Experience of focused key-working
- Experience in record keeping/report writing
- Knowledge of IT