



## **JOB DESCRIPTION**

|                         |  |
|-------------------------|--|
| <b>Title:</b>           | Accommodation Finder: Housing First  |
| <b>Location:</b>        | Cork Region Housing First Office   |
| <b>Reporting to:</b>    | Project Leader   |
| <b>Primary Purpose:</b> | To serve as the accommodation specialist and work with letting agents, local authorities and landlords to find suitable accommodation for those progressing out of homelessness. There will be a strong focus on seeking these options in the private rented market. To work as a key member of the Cork Region Housing First team to ensure targets are achieved and work in partnership with colleagues in Focus Ireland and Cork Simon Community toward ending and preventing long term homelessness. |

### **Key Responsibilities**

- To work to the principles and fidelity of housing first.
- To work within the framework of the overall objectives of the partnership.
- To work within the framework of the overall objectives of the Housing First Service
- To work within the overall policies and procedures of the CRHF team
- To provide a safe, welcoming environment for clients that are out of home respecting consumer choice and self-determination.
- To build relationships with letting agents, landlords, local authorities and other established links to arrange suitable accommodation for individuals exiting homelessness.
- To participate in the evaluation and development of the Housing First Service and attend and contribute to team, section and agency meetings as required.
- To successfully achieve a target of securing housing for clients.

- To work with a client-centered approach.
- To work as part of a multi-disciplinary team and liaise closely with the other staff of the CRHF team
- To work with and under the supervision and direction of the line management within the project.
- 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.
- To maintain accurate records and statistics in accordance with Focus Ireland policy.
- 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.
- To participate in relevant training and development courses as agreed with your Project Leader.
- To undertake such other duties as might be reasonably assigned from time to time in consultation with the Project Leader.

### **Essential Criteria**

- A relevant Third Level qualification preferably at degree level i.e. property, sales and marketing or a relevant field or extensive experience working in a property management department
- Ambitious, energetic and motivated individual
- Must have a solutions focused attitude
- Proficiency in MS Excel, Word and Outlook
- A team player with excellent attention to detail
- Strong communication skills
- Be trustworthy and conduct the role with integrity
- Full Clean Driving Licence

### **Desirable Criteria**

- Experience working for a voluntary housing organisation.
- Report writing skills
- Information Technology skills