

## **Focus Ireland: Project Worker, Advice and Information Service - Kilkenny (<https://www.activelink.ie/node/109498>)**



### **Project Worker, Advice and Information Service**

**Location:** Kilkenny

**Contract:** Full-time, Permanent Contract

**(Starting Salary €36,687 - €39,856)**

The purpose of this role is to work as part of Focus Ireland's Advice and Information Service, to deliver a dedicated, advice, advocacy and support service to people who are homeless or at risk of homelessness.

#### **What you will do:**

- Provide information, advice and advocacy on housing, legal rights, and social welfare entitlements to persons at risk of homelessness.
- Undertake assessments and develop/implement support plans of people's personal and accommodation situation needs.
- Liaise and advocate with relevant statutory authorities to support persons accessing the service.
- Manage a caseload and operate an open access drop in/phone/email service.
- Make contact with and establish links as appropriate with local services and relevant community groups.
- To refer people to external agencies which can more appropriately assist people with their personal, social, legal and accommodation needs.
- Work with and under the supervision and direction of the line management within the project.
- Work individually and as part of a team, and provide team support on daily basis
- Work within a client-centred approach, encouraging autonomy and independence.
- 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.
- Maintain accurate records and statistics in accordance with Focus Ireland policy.
- Participate in the evaluation and development of the service.
- Liaise with and work co-operatively and effectively with the employees in Focus Ireland in relation to organisational procedures and policies in areas of personnel, finance, administration, research, development, education, public awareness and services.
- 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.
- Attend and contribute to Team, Section and Agency meetings as required.
- Engage in supervision sessions on a regular basis with the Project Leader or Team Leader.
- Engage in Reflective Practice to support professional development.
- Participate in relevant training and development courses as agreed with your Project Leader/Team Leader.
- Undertake such other duties as might be reasonably assigned from time to time in consultation with the Project Leader.
- Work within the framework of the overall objectives of Focus Ireland.

#### **What you will need:**

- Relevant third level degree in the area of social care i.e. youth work, social studies, addiction, psychology, law.
- At least 2 years' experience in the social care field working with disadvantaged single people and families

- Experience of supporting marginalised households with high risk and challenging behaviour
- A working knowledge of issues affecting people out-of-home and their impact on people and their physical, emotional and psychological development/status.
- Proven advocacy skills.
- 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 work on own initiative, working alone and in a team setting.
- Ability to display flexibility in the role.
- Full clean driver's license. (*Desirable*)
- A working knowledge of services in the homeless sector. (*Desirable*)

**To apply please submit your CV & Cover Letter [Here \(https://login.hirelocker.com/focus-ireland/jobs/29609/project-worker-advice-and-information-service-kilkenny-kilkenny\)](https://login.hirelocker.com/focus-ireland/jobs/29609/project-worker-advice-and-information-service-kilkenny-kilkenny)**

**Closing date for applications: 12.00pm, 25th of July 2024**

**Focus Ireland is an equal opportunities employer**

**Region**

Kilkenny

**Date Entered/Updated**

11th Jul, 2024

**Expiry Date**

25th Jul, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/community/109498-focus-ireland-project-worker-advice-and-information-service-kilkenny>