

Depaul: Tenancy Sustainment Officer - Cork **(<https://www.activelink.ie/node/109894>)**



Tenancy Sustainment Officer - Cork

Salary €37,109.46

Full-time 35 hours per week

Your role:

Support service users identified as requiring resettlement support to move out of homelessness. Depaul has a commitment to service user participation and to empowering residents to manage their own lives. This role works across a 7-day week rota, and commences with increased annual leave days and other added benefits.

Key areas of responsibility:

- To source, procure, access and deliver appropriate private rented accommodation by engaging with and developing links with landlords and the relevant property letting agencies.
- To ensure that service users have a clear support plans for independent living.
- Focus on post-settlement support of Service Users including the provision of a floating support service once they move out to ensure new tenancies are sustained.
- In partnership with service-users assess their post-settlement, tenancy sustainment and social integration needs and develop & implement post-Settlement Support Plans. Review the progress.
- To liaise with Cork City Council Allocations and other agencies in relation to details of the household looking for private rented accommodation, including liaising with NGO key workers to arrange appointments for client households.
- To ensure effective working relationships as part of a team led by the Project Manager and working on behalf of the sector to delivery access to tenancies.
- To negotiate tenancy arrangements and rent levels with landlords and agents.
- To ensure all necessary documentation is obtained from landlords and agents to complete the HAP application form.
- To arrange appointments for viewings by key worker and service users and where required, accompany service users and key workers to viewings.
- To keep detailed file records on the outcomes of contact and meetings with landlords and agents.
- To provide timely reports as requested.
- To perform administrative and other general duties as requested.
- To ensure that all interventions are recorded accurately according to Depaul standards (including OTIS, PASS).

The above list is not exhaustive; additional areas of responsibility both in relation to tasks and direct reports may be added over time.

Person Requirements:

- Social Studies/Case management Accredited Qualification (Essential).
- A third level qualification in the area of social care or a related area (Desirable).
- At least one year of working, as keyworker/case manager with service users, with complex needs (Essential).
- At least 6 months' direct experience of collaborative and interagency working (essential).
- At least one year of regular use of IT systems with a good proficiency in Excel, Word & Salesforce (essential).
- Experience in the private rented housing market, including experience liaising with property owners, private landlords and representing property /letting agents.
- An understanding of the Housing Led/First Strategy and familiarity with the Pathways to Home Strategy.
- Knowledge of relevant housing schemes such as rent supplement, housing assistance payment, local authority social allocations and voluntary housing.

- Understanding of why people become homeless or may be at risk of homelessness and the issues they present with, particularly in relation to substance misuse.

Please click here to apply (<https://depaul.bamboohr.com/careers>)

Region

Cork

Date Entered/Updated

31st Jul, 2024

Expiry Date

30th Sep, 2024

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