

Peter McVerry Trust: Housing Officer - Limerick **(<https://www.activelink.ie/node/111668>)**



Vacancy: Housing Officer

Hours of work: Full-time

Location: Limerick

Reporting to: Service Manager

Salary: €34,466-35920

About Peter McVerry Trust

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness and the harm caused by substance misuse and social disadvantage.

The charity provides low-threshold entry services, primarily to younger people and vulnerable adults with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model.

The role of Housing Officer will include but not limited to, the following key responsibilities;

- To the Manager/Team Leader:
 - To work for Peter McVerry Trust within the authority delegated to him/her by the Manager/Team Leader;
 - Meet with the Manager/Team Leader at regular intervals regarding the progress of his/her work;
 - To assist the Manager/Team Leader in delivering core housing management services to tenants of PMVT and their communities.
- To provide direct support to tenants through:
 - Managing your designated schemes/housing units in accordance with the Trusts policies and procedures;
 - Assisting tenants to manage their tenancies with intervention, support and supervision; Providing SLI (Supported Independent Living), TSS (Tenancy Support & Sustainment)
 - services for the initial 6 months at the start of their tenancy;
 - Supporting tenants in managing the payment of their rent and putting supports in place where they are managing rent arrears;
 - When required, providing advocacy and referral to community services to help the tenants integrate into their communities;
 - Engaging in out of hours on-call service on roster basis;
 - Liaising with the appropriate agencies to support the ongoing health and well-being of the tenants;
- To assist with tenants' casework through:
 - Communicating with staff of Peter McVerry Trust where relevant; Key-working the tenants (where required);
 - Assisting with resident's Individual Support Plans (where required);
 - Ensuring that tenants are fully informed about all entitlements and supported to apply for same.
- To maintain a safe and healthy living environment through:
 - Adhering to safety and security protocols;
 - Ensuring that health & fire safety checks are carried out on properties on a regular basis Supporting tenants and all key stakeholders with estate management matters;
 - Supporting the tenant to ensure that the environment in which they are living including communal areas, are maintained to a high standard at all times;
 - Advising and supporting tenants with housekeeping needs;

- Mediating disputes and encouraging co-operation in shared living environments.
- To respond to requests for service through:
 - Linking in with other Peter McVerry Trust services, screening and assessment; Communication of information and referral to services where required.
- To undertake administrative duties through:
 - Maintaining tenants' details and documentation on a timely basis. Ensuring that case notes are logged in a professional manner
 - Rent collection and administration;
 - Actively participating in staff meetings;
 - Providing written reports to the Manager/ Team Leader where necessary; Recording any Incidents / Accidents that may occur.
 - Ensuring that the staff office and staff vehicles are maintained to a high standard.
- Change in work programme:
 - It may be necessary, from time to time, for the workload to be re-prioritised to accommodate workloads in other areas of the organization. Due notice and consultation will be given.
- To have a positive and enthusiastic attitude in work:
 - In your interactions with management, staff and participants of the Peter McVerry Trust. In your interactions with external agencies while representing the Peter McVerry Trust.
- Other Duties:
 - Undertake any other agreed duties to ensure the provision of the service.

Experience Required

Qualifications, Skills and Experience required;

Degree level qualification in housing, social care/youth work, addiction studies or related field;

Essential competencies:

Commitment to providing the highest level of service, respect for others, openness to change, communication skills– oral, aural and written, contributing to the prevention and management of challenging behavior, professionalism & maintaining professional boundaries and effective team working. (All other competencies to be reviewed as part of the supervision and support process);

Other Information

- **Confidentiality:** It is a condition of service that all information obtained during the course of employment, especially with regard to participants affairs is treated with the strictest confidence.
- **Equal Opportunities:** To implement Equal Opportunities into your daily practice at all times
- **Health and Safety:** To be responsible for your own health and safety and that of your Colleagues in accordance with relevant PMVT policies and procedures.

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time.

How to apply:

To apply please download the application form or visit pmvtrust.ie/careers (<https://pmvtrust.ie/careers/>): [Application Form](https://pmvtrust.ie/wp-content/uploads/2024/01/PMVT-Application-Form.docx) (<https://pmvtrust.ie/wp-content/uploads/2024/01/PMVT-Application-Form.docx>)

Completed application forms should be sent to recruitment@pmvtrust.ie (<mailto:recruitment@pmvtrust.ie>) along with your CV and Cover Letter.

Closing date: 21st November

Peter McVerry Trust is an Equal Opportunity Employer. Registration Number 412953 | Charity Number CHY7256

Region

Limerick

Date Entered/Updated

21st Oct, 2024

Expiry Date

21st Nov, 2024

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