

## **Peter McVerry Trust: Housing Officer - Cork** **(<https://www.activelink.ie/node/112993>)**



### **Vacancy: Housing Officer**

**Hours of work:** Full-time

**Reporting to:** Service Manager

**Location:** Cork

**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.

### **Responsibilities:**

**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.

## Employee benefits

- Attractive salary: €34,466-35920
- 21 days annual leave allowance
- Core Professional Training and CPD
- Cycle to Work Scheme and Tax Saver
- Death in Service Benefit
- Employee Assistance Programme
- Career progression opportunities

**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:Application Form \(https://pmvtrust.ie/wp-content/uploads/2024/01/PMVT-Application-Form.docx\)](https://pmvtrust.ie/careers/Application%20Form)

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

Closing date: 8th February 2025

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

### Region

Cork

### Date Entered/Updated

9th Jan, 2025

### Expiry Date

8th Feb, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/112993-peter-mcverry-trust-housing-officer-cork>