

Mid-West Simon Community: Project Worker - Westbrook House **(<https://www.activelink.ie/node/113883>)**



Mid-West Simon Community Project Worker

Job Title: Full-Time Night Project Worker

Reports to: Management

Location: Clare Services- Westbrook House

Contract Details: Full Time

Salary Details: DOE

Job Purpose:

- The role involves providing support to clients and Project Workers
- To help ensure Mid-West Simon Community provides high quality, effective housing support services.

Main duties & Responsibilities:

Project Worker post will:

- Key working and case management of clients
- Contribute to the continuity of service provision in the service, and provide support to clients
- To be vigilant in relation to health and safety and welfare risks in the workplace and bring concerns to the attention of the team leaders.
- Maintain a high standard of cleanliness throughout the service in general common areas.
- Ensure laundry systems are efficient
- Ensure the Health, Safety and Welfare of clients is always prioritised
- Participate in routine maintenance, cleaning, and health and safety inspections, in line with operational procedures and standards
- Liaise with other members of the team regarding the running of the service.
- Complete clear, concise records as required and participate in handovers
- To undertake any other such duties commensurate with the role that may be assigned by the line manager or Team Leaders
- The support worker's role requires to be available to work night and days shifts

Administration

- To maintain all recording systems as directed.
- To adhere to all policies and procedures relating to financial control in the projects.
- To ensure that all policies and procedures are adhered to in the organisation.
- To prepare reports as required.

Training

- To attend and participate in training courses as required.
- To identify areas of future training need

Health and Safety

- To act as appointed First Aid person as required.
- To ensure a safe, healthy, and secure environment for all clients, employees, and visitors within the service
- To carry out all duties with reasonable care
- To ensure that designated fire procedures are carried out.
- To address actions arising from Health & Safety Inspections

General

- To always project a positive image of the Simon Community
- To maintain confidentiality on all matters relating to clients, staff, volunteers, general Simon Community Business.
- To attend staff and other meetings as appropriate
- All other duties as may be from time to time requested by management, and which are consistent with your job and responsibilities

Person specification:

Essential

Education

- Candidates must have a relevant qualification to a minimum of FETAC level 5 e.g., Social Care/Community Care etc.
- Subscribe fully to Mid-West Simon Community values and mission.
- Experience of record keeping and report writing

Experience, Attributes, Skills, Abilities and Knowledge

- Understanding around homelessness
- Ability to manage challenging behaviour, set clear boundaries, and remain calm and effective under pressure
- Have excellent interpersonal and communication skills and the ability to work in a changing environment where sound judgement is required.
- Be self-motivated, able to motivate, inspire and empower others
- Ability to work as part of a team – Work co-operatively and supportively with others
- Knowledge of Health and Safety in the workplace
- Understand the importance of confidentiality in relation to work
- Be computer literate
- Share in and work to the values and ethos of Mid-West Simon Community
- Ability to make efficient use of time and manage workload
- Recognises the need to be flexible
- possessing a valid and full clean drivers' licence would be an advantage
- Support Workers must have good communication skills and can quickly solve problems.

To apply:

To apply please send updated CV's and Cover Letter by **5pm Monday 24th February 2024** to recruitment@mwsimon.ie (<mailto:recruitment@mwsimon.ie>). Interviews to be held on Wednesday 26th of February 2025.

All job offers will be subject to Garda vetting.

Mid-West Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.

Region

Co Clare

Date Entered/Updated

18th Feb, 2025

Expiry Date

24th Feb, 2025

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