

Mid-West Simon Community: Project Worker – Oak Lodge **(<https://www.activelink.ie/node/114687>)**



Project Worker – Oak Lodge, Limerick

Job Title: Project Worker

Reports to: Service Manager Oak Lodge

Contract: 39 hours weekly (*Shifts of 8am – 8pm incl.*)

Salary Details: Dependent on experience

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

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.

Note: This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Duties may be modified or added as needed to meet organizational requirements.

Additional information:

- 21 days paid holidays plus 1 gifted day for your birthday and 1 Christmas Shopping Day.
- Pension entitlement (after 1 year).
- Access to Employee Assistance Programme.
- Internal/external recruitment process.
- Maternity leave paid at 80% of your salary after a year of service

Closing date for applications - **Monday 7th April (5pm)**

Email CV & Cover letter to recruitment@mwsimon.ie (mailto:recruitment@mwsimon.ie)

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

Mid-West Simon Community Project funded by Limerick City and County Council and HSE.

Region

Limerick

Date Entered/Updated

26th Mar, 2025

Expiry Date

7th Apr, 2025

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