

PACE: Housing Officer / Support Worker **(<https://www.activelink.ie/node/115319>)**



Job Title: PACE Housing Officer / Support Worker

Reporting to: Prevention Services Manager

Purpose of the Job:

The provision and coordination of housing and social supports to individual's referred to Foothold Support Service.

Foothold Service provides a 24/7 floating support service to people with convictions for harmful sexual behaviour/life sentence who are considered to be at moderate to high risk of re-offending and have complex needs. Referrals to the service come from the Probation Service and are under the supervision of the Probation Service.

The successful candidate will:

- Deal with aspects of housing management to include property viewings, allocations, lettings, rent collection, repairs and tenant/resident dispute within the Prevention Service.
- Complete Local Authority Housing applications, HAP applications and liaise with relevant Co. County Councils to support applications.
- Manage incidents of anti-social behaviour, breach of tenancies/licence agreements and dispute preparation for the Residential Tenancies Board where appropriate.
- Liaise with residents and community groups to encourage safe participation, involvement and community integration.
- Undertake relevant key working duties: conduct assessments, developing and reviewing support plans in line with client goals who are in transitional accommodation.
- Complete a risk assessment and safety plan for service users.
- To ensure that contact is made and maintained with all relevant external agencies for the benefit of clients, ensuring representation at case conferences and case management meetings where appropriate.
- To maintain detailed records of all contact and interventions with service users, updating the client record management system on an ongoing basis
- Monitor the condition of PACE Prevention Service housing stock and arrange all repairs and maintenance where necessary, ensuring appropriate recording and reporting procedures are met.
- Work as a member of the Foothold team under the management of the Prevention Services manager.
- Support the running of activities for the Foothold client cohort on a weekly basis.

Administration & Confidentiality

- To maintain all record keeping and communications in a systematic, timely and organised manner, in line with organisational policies and procedures.
- To work in line with best practice set out in the National Standards Framework for People in Homeless Services.
- To maintain confidentiality on all matters relating to staff, volunteers, clients and ex-clients.
- To take a calm, effective, trauma informed approach at all times.
- Participate in team meetings and supervision with Line Manager.

This Job Description is intended to indicate the broad range of responsibilities and requirements of the position. It is neither exhaustive nor exclusive but while some variation can be expected in particular duties, as the position

evolves, the outline is considered to provide a reasonable general description of the position.

Person Specification:

- Knowledge of Prison and Probation Services
- Experience using CMS such as Salesforce and the Outcome Star
- Standard First Aid Training
- Experience of working with people with addiction or mental health issues
- Working with homeless services and progressing people out of homelessness
- An awareness and an understanding of the issues that affect people with an offending background
- Experience of maintenance and facilities management
- Own vehicle and full clean driving license required.
- Good understanding of MS Office.
- Experience of working with the public in a customer-oriented environment.
- Experience of community work.
- Knowledge of GDPR, RTB Legislation and Regulation requirements.
- Excellent communication, interpersonal and relationship-building skills.
- Ability to work effectively as part of a team and independently.
- Good organisational and time-management skills.
- Promote a culture which is supportive of excellent service delivery and meets PACE'S vision, mission, and values.

Compensation & Benefits:

Salary: 38k (depending on experience)

Hours: 39 hours per week

Holidays: 23 days annually

Clean Driving Licence and own transport (essential)

Post is subject to Garda Vetting and there will be a probationary period

Pension

CPD Continued Professional Development

Individual Supervision

EAP Employee Assistance Programme

Employee Health & Wellbeing Initiatives

How to apply:

Send your **CV and Cover Letter/Personal Statement** outlining your suitability for the post and return to Clare Liu recruitment@paceorganisation.ie (<mailto:recruitment@paceorganisation.ie>) by 12 noon, 16th May 2025

Region

Dublin

Date Entered/Updated

28th Apr, 2025

Expiry Date

16th May, 2025

Source URL: <https://www.activelink.ie/vacancies/community/115319-pace-housing-officer-support-worker>