

## SOPHIA HOUSING ASSOCIATION



### JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job Title</b>	Project Worker (evenings)
<b>Location</b>	Sophia Housing, Sean McDermott Street Lower, Dublin 1
<b>About Sophia</b>	<p>Sophia is a national organisation, who has been supporting people as they emerge from homelessness since 1997. Responding to the ever-growing need in Ireland Sophia now directly supports 477 adults and 433 children.</p> <p>Sophia is a niche service provider for two reasons; Firstly, it sees the provision of home of one's own as the primary response to homelessness and the intervention that Sophia is exclusively focused on. Secondly as an Approved Housing Body, its core mission is to provide homes for individuals, couples and families who not only need a home but also present with other support needs. Sophia recognises that homelessness can have a traumatic impact on people and that services need to be designed and delivered in a trauma informed way.</p> <p>Sophia Sean McDermott Street is long-term supported accommodation for couples with experience of homelessness. There are 18 one bed units with 24 hour onsite staff support. The service is low threshold and specifically caters to homeless couples presenting with complex support needs including active addiction, mental &amp; physical health and challenging behaviour. The aim of the Project is to first provide a safe and secure home, where dignity and respect is core to the support provided. The team provide a person centred, holistic approach to work with the individuals to enable them gain the skills required to maintain their tenancy and to live independently.</p>
<b>Reporting to</b>	Project Manager
<b>Contract</b>	Permanent
<b>Benefits</b>	<p>Sophia offers the following additional benefits to employees:</p> <ul style="list-style-type: none"> <li>• 25 Annual Leave Days</li> <li>• Additional Long Service annual leave</li> <li>• 5% Employer pension contribution</li> <li>• Further education and training support</li> <li>• Employee assistance Programme</li> <li>• Flexible working arrangements</li> </ul>
<b>Hours</b>	Average of 39 hours per week. This role includes a mix of sleepover and live shifts. The candidate will work 7 sleepovers over a four-week period.
<b>Job Purpose</b>	To provide an efficient and high quality service in our Sean McDermott Street Project. The successful candidate will work on a daily basis with couples coming from homelessness. He/she will manage a caseload in a busy project, key work individuals, carry out assessments and care plans and regularly liaise with other agencies/authorities on behalf of the service users.

<p><b>Key Responsibilities</b></p>	<p><b><u>Tenants</u></b></p> <ul style="list-style-type: none"> <li>• To engage with and build professional &amp; trusting relationships with tenant's, treating them with dignity and respect in order to work within the values of Sophia.</li> <li>• To provide keyworking support to assigned tenants to support them in sustaining their tenancy while using a housing first approach</li> <li>• To provide practical support for tenants to ensure that the day to day running of the home is maintained (e.g. routines in the home, personal hygiene and food preparation.)</li> <li>• To participate in Tenancy Meetings with Tenants and Project Manager</li> <li>• To respond to conflict and critical incidents as required using TCI and ensuring personal safety.</li> <li>• Respond to child protection concerns in line with the Children's First Policy.</li> <li>• To promote Tenant involvement in the development of the Project.</li> </ul> <p><b><u>To the Project Manager:</u></b></p> <ul style="list-style-type: none"> <li>• To commit to the objectives and ethos of Sophia.</li> <li>• To meet with Project Manager for Supervision at regular intervals regarding the progress of his/her work; reflective practice and professional development.</li> <li>• To be open to reasonable requests from the Project Manager on tasks to be completed and communicate any barriers to carrying out these duties</li> <li>• To engage in case management reviews on a regular basis to review work load and tenant needs</li> <li>• To adhere to Policy and Procedures within the service</li> </ul> <p><b><u>Staff team:</u></b></p> <ul style="list-style-type: none"> <li>• To actively participate in team work, discussion of issues within the project and support to colleagues</li> <li>• To perform as a team member by participating in effective handovers in order to ensure effective work relationships and continuity of care for tenant's.</li> <li>• To participate in weekly team meetings</li> <li>• To support colleagues by following up on tasks from time to time</li> </ul> <p><b><u>Communication &amp; Administration:</u></b></p> <ul style="list-style-type: none"> <li>• To actively participate in daily communication through updating handovers, Pass System, email, phone calls and other forms of communication</li> <li>• To complete support plans, risk assessments, risk management plans and any other necessary paperwork for assigned tenants</li> <li>• To participate in training and organised supports as requested</li> </ul>
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	<ul style="list-style-type: none"> <li>• To participate in the induction and on-going training, support and direction of Volunteers, Students and new staff members of Sophia.</li> <li>• To liaise and work effectively with relevant personnel in Sophia and other relevant agencies; e.g. Local Authority, HSE etc.</li> </ul> <p><b><u>Finance:</u></b></p> <ul style="list-style-type: none"> <li>• To be responsible for cash in the Project, the managing and receipting of cash received; Rent, Dryer &amp; Fob Money, Service Charge and Petty Cash.</li> <li>• Communicating the delivery of external services or contractors to the service and keeping records of all invoices, delivery dockets.</li> </ul> <p><b><u>Health and Safety:</u></b></p> <ul style="list-style-type: none"> <li>• To follow fire, health and safety policies and procedures</li> <li>• To address any issues that may cause a Health &amp; Safety risk such as spillages, reporting maintenance issues, removal of uncapped sharps to provided bins if necessary using the appropriate precautions etc</li> </ul> <p><b><u>Development:</u></b></p> <ul style="list-style-type: none"> <li>• To actively participate with research and evaluation of the service.</li> <li>• To contribute to policy development and review within Sophia</li> <li>• To undertake other work that may be assigned to you from time to time.</li> </ul>
<p><b><u>Person Specification</u></b></p>	<ul style="list-style-type: none"> <li>• A degree in Social Care/Social Science/Applied Social Studies or related discipline i.e. addiction, social work, psychology</li> <li>• A minimum of one years' experience working with a similar client group</li> <li>• An understanding of the issues affecting people who are homeless</li> <li>• Knowledge around child protection issues, mental health issues and addiction</li> <li>• The ability to work on own initiative</li> <li>• Proficient IT Skills and knowledge of PASS database</li> <li>• Excellent interpersonal communication skills both verbal and written are essential.</li> <li>• To have excellent report writing and record keeping skills</li> </ul> <p><b><u>Application Process:</u></b>  Please forward a Cover Letter and CV to  <b>Recruitment@sophia.ie</b>  The closing date for receipt of applications is  <b>Thursday, 28<sup>th</sup> July 2022</b></p>