

## SOPHIA HOUSING ASSOCIATION

### JOB DESCRIPTION & PERSON SPECIFICON

<b>Job Title</b>	Maintenance Worker – Donabate
<b>Locations</b>	Sophia Housing, Donabate, Co Dublin
<b>About Sophia</b>	<p>Sophia is a national organisation, who has been supporting people as they emerge from homelessness since 1997. Responding to an ever-growing need in Ireland, Sophia supported 1,034 people in 2019 which is an increase of 100% in the number of people supported since 2016.</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.</p> <p>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>
<b>Reporting to</b>	The Project Manager
<b>Contract</b>	Permanent
<b>Hours</b>	15 hours per week
<b>Job Purpose</b>	This purpose of this post is to complete day to day maintenance on Sophia properties and their surroundings and coordinate outsourced repairs where required. To provide guidance and support to colleagues where required on property maintenance issues that arise.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Carrying out of day to day maintenance and engaging with external contractors when required.</li> <li>• React in a timely and professional manner to any urgent building or maintenance matters as may arise in any of the projects.</li> <li>• Inspect grounds, facilities and equipment routinely to determine necessary repairs or maintenance.</li> <li>• Keeping common areas and grounds clear of rubbish</li> <li>• Gardening – grass cutting, shrub pruning and watering if needed</li> <li>• Painting – both interior and exterior</li> <li>• Loading Skips/house clearance</li> <li>• Assist with planning, scheduling and co-ordinating of outsourced maintenance ensuring health and safety compliance.</li> <li>• To source materials, prepare venue, monitor and oversee the works within the project.</li> </ul>

- Ensure compliance with health and safety throughout all work duties and report any concerns if necessary to your line manager.
- Reporting and logging all completed repairs on a continuous basis and supplying this log weekly to your line manager.

**Person Specification**

- 12 months experience in a similar role
- Knowledge of general carpentry and repair.
- Ability to use hand tools and power tools.
- Excellent organizational and time management skills.
- Good verbal and written English
- Strong work ethic with a professional and flexible attitude.
- Ability to work on own initiative

Successful candidates will be subject to Garda vetting and reference checks.

**Application Process:**

Please forward a Cover Letter and CV to

**Recruitment@sophia.ie**

The closing date for receipt of applications is

**Friday, 23<sup>rd</sup> September 2022**