

## SOPHIA HOUSING ASSOCIATION

### JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job Title</b>	Project Worker
<b>Location</b>	Sophia Housing, Sean McDermott Street Lower, Dublin 1
<b>About Sophia</b>	<p>Sophia is a national organisation that 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 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.</p> <p>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>	39 hours per week including some evenings and weekends
<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.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• To have regard for the objectives and ethos of Sophia Housing Association.</li> </ul>

	<ul style="list-style-type: none"><li>• To work as a member of the Support Team under the supervision of the Project Manager.</li><li>• To attend Team meetings and to participate in training as required.</li><li>• To participate in the assessment and interview process for referrals to the service.</li><li>• To work in a holistic way with tenants appropriate to their housing management and personal needs.</li><li>• To provide practical home support to tenants when required.</li><li>• To provide resettlement preparation as required.</li><li>• To plan for and assist tenants as appropriate with their move on from the Projects.</li><li>• To liaise and work effectively with relevant personnel in Sophia Housing, and other relevant agencies; e.g. Local Authority, Health Board etc.</li><li>• To set up and maintain appropriate records of the work with Tenants and the work of the Project.</li><li>• To ensure Tenancy Agreement is understood by Tenants and to attend Tenancy Meetings when required.</li><li>• To co-operate as appropriate with research and evaluation of the service.</li><li>• To implement Policy and Procedures within the service.</li><li>• To participate in responding to emergencies within the Projects as required.</li><li>• To share administrative duties within the Team; e.g. Rent Collection, Petty Cash, etc.</li><li>• To promote Tenant involvement in the development of the Projects.</li><li>• To check on the maintenance of the apartments within the Projects.</li><li>• To be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of your line manager.</li></ul>
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- To undertake other work that may be assigned to you from time to time.

**Person Specification**

- A degree in Social Care/Social Science/Applied Social Studies or related discipline i.e. addiction, social work, psychology
- A minimum of one years' experience working with a similar client group
- An understanding of the issues affecting people who are homeless
- Knowledge around child protection issues, mental health issues and addiction
- The ability to work on own initiative
- Proficient IT Skills and knowledge of PASS database
- Excellent interpersonal communication skills both verbal and written are essential.
- To have excellent report writing and record keeping skills

**Application Process:**

Please forward a Cover Letter and CV to

**Recruitment@sophia.ie**

The closing date for receipt of applications is

**Monday, 19<sup>th</sup> September 2022**