

## SOPHIA HOUSING ASSOCIATION

### JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job Title</b>	Part time Care Worker - Tallaght
<b>Location</b>	Sophia Housing, Tallaght, Dublin 24
<b>About Sophia</b>	<p>Sophia is a national organisation that has been supporting people as they emerge from homelessness since 1997.</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> <p>Sophia promotes an inclusive, respectful environment for all employees and residents, with particular attention to LGBTQ+ inclusion and multicultural awareness.</p>
<b>Reporting to</b>	Project Manager
<b>Contract</b>	Fixed term – 12 months
<b>Benefits</b>	<p>Sophia offers the following additional benefits to employees:</p> <ul style="list-style-type: none"> <li>• 13 Annual Leave Days</li> <li>• Employee assistance Programme</li> <li>• Flexible working arrangements</li> </ul>
<b>Salary</b>	€15,724.80 per annum
<b>Hours</b>	20 hours per week (Hours flexible and can be agreed with the successful candidate – Project open 9am-5pm Monday - Friday)
<b>Job Purpose</b>	<p>The successful candidate will work on a daily basis with one family coming from homelessness who have complex needs. The duties and responsibilities are unique and varied because the people we support all have unique needs.</p> <p>The successful candidate will work alongside a Project Worker to support the family and <b><u>must have Level 5 HCA QQI Care Skills and/or Level 5 QQI Care of the Elderly.</u></b></p> <p>Whilst this can be a very diverse role, the key focus is always on supporting a person to lead a fulfilling and more independent life.</p>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• To have regard for the objectives and ethos of Sophia Housing.</li> <li>• To work as a member of the Support Team under the supervision of the Project Manager.</li> </ul>

- To work in a holistic way with family members and individuals as appropriate to their needs.
- Providing emotional support to individuals and their families.
- Providing personal care to individuals.
- Providing practical support to individuals and their families, such as helping with household tasks
- Completing paper work daily
- Supporting individuals to pursue hobbies and interests.
- Teaching life skills, such as budgeting and paying bills.
- Helping with everyday tasks such as meal preparation, writing a shopping list, going shopping or maintaining their housing tenancy.
- Helping individuals to access community facilities and be included in community groups.
- To be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of your line manager.
- To undertake other work that may be assigned to you from time to time.

**Person Specification**

- **A Minimum qualification of Level 5 HCA QQI Care Skills and/or Level 5 QQI Care of the Elderly (essential)**
- At least one year's experience working with this 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 with a database
- Excellent interpersonal communication skills both verbal and written are essential.
- To have excellent report writing and record keeping skills
- Must have own car and full driving licence (essential)

**Application Process:**

Please forward a Cover Letter and CV to

[Recruitment@sophia.ie](mailto:Recruitment@sophia.ie)

The closing date for receipt of applications is

**Monday, 15<sup>th</sup> June 2026**

*Sophia is committed to making our recruitment process accessible to all candidates. If you require any reasonable accommodations, please let us know.*