SOPHIA HOUSING ASSOCIATION

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title	Outreach Project Worker
Location	Sophia Housing – Cork St, Dublin 8 - primarily working with families in Private Emergency Accommodation Services in Co. Dublin, Co. Kildare (Naas) & Co. Meath (Stamullen)
About Sophia	Sophia is a national organisation, who has been supporting people as they emerge from homelessness since 1997. 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. Sophia promotes an inclusive, respectful environment for all employees and residents, with particular attention to LGBTQ+ inclusion and multicultural awareness.
Reporting to	Project Manager
Contract	Fixed term
Hours	39 hours per week, 9am to 5pm Monday to Friday
Job Purpose	To work on a daily basis with families and individuals coming from homelessness. To manage a caseload in Outreach Services, key work individuals, carry out assessments and care plans and regularly liaise with other agencies/authorities on behalf of the families. Sophia staff will identify move-on options and support families to progress them out of homelessness. **Please note that this role requires a full clean driving licence and use of own car.**
Key Responsibilities	• To have regard for the objectives and ethos of Sophia Housing Association. • To work as a member of the Support Team under the supervision of the Project Manager. • To attend Team meetings and Case Management meetings and to participate in training as required.

	• To participate in the assessment and interview process for referrals to the service. • To work in a holistic way with Families and individuals as appropriate to their housing management and personal needs. • To provide practical home support to residents when required. • To provide resettlement preparation as required. **In Outreach services**: • The carry out assessments of new residents in Private Emergency Accommodation • Manage issues regarding the welfare of residents as appropriate • Support the move on of Residents from Private Emergency Accommodation • The on-going support to residents in terms of accessing services, benefits, employment, residency etc. • Assessment of individual and family needs, including childcare issues, school placements, access to GP, medical card etc. • To respond to and report child protection concerns in line with Children First guidelines. • To liaise with appropriate local crèche facilities and schools • To plan for and assist Families with their move on from Private Emergency Accommodation. Work closely with Placement and HSO teams in the DRHE • To liaise and work effectively with relevant personnel in Sophia Housing, and other relevant agencies; e.g. Local Authority, HSE, Private Accommodation Providers etc. • To set up and maintain appropriate records of the work with Residents and the work of the Outreach Service. • To ensure Occupancy Agreement is understood by Residents and to support placement sustainment

	• To co-operate as appropriate with research and evaluation of the service. • To implement Policy and Procedures within the service. • To participate in responding to emergencies within the Projects as required. • To share administrative duties within the Team; e.g. Petty Cash, PPE etc. • To promote Resident involvement in the development of the Outreach Service. • To check on the maintenance and H&S risks in the Private Emergency Accommodation and support the resident to report any issues to the Provider. • 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. **<u>Person Specification</u>** • A degree in Social Care/Social Science/Applied Social Studies or related discipline i.e. addiction, social work. • A minimum of one years' 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 of PASS 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 a full clean driving licence (essential)**

	<u>Application Process:</u> Please forward a Cover Letter and CV to **Recruitment@sophia.ie** The closing date for receipt of applications is **Friday, 6th November 2026** *Sophia is committed to making our recruitment process accessible to all candidates. If you require any reasonable accommodations, please let us know.*