

## **Housing Support Worker; Twin Oaks Family Hub, Limerick.**

**Job Title:** Housing Support Worker

**Reports to:** Service Lead

**Location:** Twin Oaks, Family Hub, Limerick.

**Contract:** Specific purpose, 6 months.

**Salary Details:** Dependent on experience

### **Job Purpose:**

To work as part of a staff team in Mid West Simon, ensuring that services offered by the organisation operate effectively and consistently to best practice standards.

To help ensure Mid West Simon Community provides high-quality, effective housing support services to individuals.

### **Main Duties & Responsibilities:**

#### **Housing Support post will**

- Act as a key worker to individuals referred to MWS services, conducting assessments, and developing and reviewing their support plans in order to identify appropriate move-on options and support them to secure housing in line with their goals.
- Work within the private rented sector, Approved Housing Bodies and Local Authorities to secure swift move-on and appropriate accommodation for individuals /individuals.
- Work with key agencies in the locality to support the move on.
- Encourage and empower individuals to reach their full potential.
- Ensure that a culturally sensitive approach to support is maintained.
- Liaise with relevant agencies when appropriate.
- To ensure that individuals are familiar with and are complying with LA Codes of Conduct.
- To maintain good relationships with neighbours and relevant community groups.
- To ensure Mid West Simon Communities Lone Working Policy is adhered to at all times.
- Maintain a high standard of cleanliness throughout the project.
- Coordinate activity and social programmes.

#### **Administration**

- To maintain all recording systems as outlined by National Quality Standards Framework.
- To ensure that all communication and administrative policies and procedures are followed.
- To prepare reports as required.

#### **Training**

- To attend and participate in training courses as required.
- To identify areas of future training need.

#### **Health and Safety**

- To act as appointed First Aid person as required.
- To ensure a safe, healthy and secure environment for all.
- To carry out all duties with reasonable care.

- To ensure that designated fire procedures are carried out.
- To address actions arising from Health & Safety and maintenance inspections.

#### **General**

- To represent Mid West Simon Community at meetings, conferences, seminars, and other events as scheduled.
- To project a positive image of Mid West Simon Community at all times.
- To maintain confidentiality on all matters relating to clients, staff, volunteers, and general Simon Community Business.
- To be aware of and adhere to all Mid West Simon Community Policies and Procedures currently in operation.
- To attend the house, staff and other meetings as appropriate
- To provide training and support to volunteers and students.
- Client-focused, adaptable, accountable, resilient individual.
- Excellent communicator, with the ability to advocate on the client's behalf.
- Ability to assist with assessment, planned support, key working with vulnerable people, whilst being respectful and professional.
- All other duties as may be from time to time requested by management, and which are consistent with your job and responsibilities.

#### **Person Specification:**

##### **Essential**

##### **Education**

- A level 7 Social Care degree or equivalent.
- 2 years' experience working in a similar role within a social care setting.

##### **Experience, Attributes, Skills, Abilities and Knowledge**

- Children First Training.
- In-depth understanding in the area of homelessness.
- Have an in-depth understanding of private rented sector/Approved Housing Bodies and Local Authority and all accommodation options available to individuals in the locality.
- Experience of working with and supporting people who are homeless, those addiction support needs, and mental health support needs.
- Have an understanding of the physical and mental health and substance misuse needs that may affect those in homelessness.
- Knowledge of the specialist services which can address these needs.
- Possess strong advocacy skills in support of Individuals accessing services relevant to their needs.
- The desire to support homeless and vulnerable people to develop their own resources and make positive changes.
- Basic understanding of how to provide advice and case-work services to vulnerable people.
- Ability to provide, manage and evaluate support plans.
- Ability to provide effective key working to Individuals.

- Ability to manage challenging behaviour, set clear boundaries, and remain calm and effective under pressure.
- Have excellent interpersonal and communication skills and the ability to work in a changing environment where sound judgement is required.
- Be self-motivated, able to motivate, inspire and empower others.
- Ability to work as part of a team.
- Knowledge of Health and Safety in the workplace.
- Have an understanding of the importance of confidentiality in relation to work.
- Be computer literate with a sound knowledge of Word, Excel, Email and PASS.
- Share in and work with the values and ethos of Mid-West Simon Community.
- Ability to make efficient use of time and manage workload.
- Recognises the need to be flexible.
- Possessing a valid and full clean driver's licence is essential.
- Candidate should have a clear understanding of client lead approaches.
- Candidate should have a clear understanding of Trauma Informed Care Principles.

**Additional information:**

- 21 days paid holidays up to 25 with each year of service.
  - 1 gifted day off for your birthday.
  - 1 gifted Christmas Shopping Day.
- Pension entitlement (after 1 year).
- Access to Employee Assistance Programme.
- Internal/external recruitment process.

**To apply:**

Please send your CV's and Cover Letter to [alan.kavanagh@mwsimon.ie](mailto:alan.kavanagh@mwsimon.ie) by 1pm on Thursday 11th April, 2024 .

All job offers will be subject to Garda vetting.

Mid West Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.

Mid West Simon Community Project funded by Limerick County Council and the HSE.