

JOB ADVERT



Tenancy Sustainment Officer

Location:	Dublin Regional Office, Dublin 15
Duration:	Permanent Contract
Hours:	40 hours per week
Published:	4 th October 2023
Application Closing Date:	17 th October 2023

ESSENTIAL CRITERIA

The appropriate candidate will have:

- Professional Qualification in Social Care, Youth and Community Work or related Social Science discipline.
- Experience in working with vulnerable families, homeless people or other social care groups.
- Administration skills for record keeping and report writing and computer literacy.
- Full clean driving licence and use of own car.
- Ability to provide services that foster and enhance the dignity, development and independence of the individual.
- Ability to communicate effectively with a wide variety of people.
- Understanding of the needs of vulnerable families.
- Knowledge of and a commitment to equal opportunities.

It would be an advantage for the candidate to have:

- Experience working on own initiative, time working, managing one's own workload and time management.
- Experience and knowledge of working in two or more of the following areas: Family Support, Tenancy Sustainment, Residential Care, Mental Health, Challenging Behaviour or Substance Misuse.
- Knowledge of statutory and voluntary social care services and systems.
- Experience and knowledge in the area of child protection and associated legislation and guidelines.
- Experience of working in, or a strong interest in the charity or not for profit.

If you meet these requirements and wish to apply for this role, an application form and job description can be found on the careers section of our website www.novas.ie/health-with-us. If you require any further information or wish to submit a completed application form, please email recruitment@novas.ie

NOVAS is a not for profit organisation and approved housing body, we work with single adults, couples and families and who are homeless or at risk of being homeless. We provide a range of services and accommodation. We have over 500 staff, and more than 50 services in Limerick, Dublin, Clare, Kerry, Cork and Tipperary including emergency homeless accommodation, transitional homeless accommodation, social housing and community based services for tenancy sustainment, homelessness prevention, mental health and recovery.

NOVAS is a Trauma Informed Practice Organisation and the principles of collaboration, diversity, respect and trust are embedded in our way of working together. Our services are provided through support of our partners in local government through the Local Authorities, HSE, and other donors and funders.

