

JOB DESCRIPTION

Job Title:	Assessment & Placement Officer	Post Holder:	Vacant
Reports To:	Coordinator Homeless Services Clare County Council or his/her nominee and Senior Outreach Services Manager, NOVAS	Location:	Clare Homeless Action Team
Salary:	This role is attached to a defined salary scale which ranges from €33,080 and appointments are made depending on experience.		

Purpose of the Job

The aim of the role is to provide a support service within Clare County Council/Clare Homeless Action Team whereby clients can access advice and information as to their eligibility for emergency homeless services. Also, to support families who are currently homeless to exit homelessness and access long term housing.

The role will include the following non-exhaustive key duties:

To make and take appointments, interview, screen and assess clients seeking a homeless service by appointment in Clare County Council/Clare Homeless Action Team

To provide assessment and advice to people who are homeless.

To be a core team member of the Homeless Action Team.

To enable and assist clients to source suitable private rented accommodation.

To work with clients placed in emergency facilities with a view to securing long term accommodation and where possible, avoiding continued placement in emergency facilities.

Assist clients in settling into accommodation and ensuring they are fully briefed on services available to them from external agencies.

To receive and act upon referrals submitted via the interdisciplinary referral protocol.

Assist persons who are eligible for social housing, providing information and onward referral to appropriate services/agencies.

Assist people in completing the Housing Application form.

Investigate cases thoroughly on behalf of Clare County Council.

Foster and maintain links with other agencies both statutory and voluntary, Gardaí, HSE, CWO's, and NGO's, etc.

Increase access to health and social services for those experiencing homelessness.

Create and maintain files and records of clients.

To provide the Coordinator with monthly reports on the caseload and move on plans. To work with a client-centered approach, encouraging autonomy and independence.

To make contact with and establish links as appropriate with local services and relevant community groups and to work closely where appropriate with housing providers.

To manage an allocated caseload and adhere to Care and Case Management processes and protocols.

To be aware of responsibilities and respond appropriately to any situation where child protection and welfare is a concern.

To liaise with, work co-operatively and effectively with the other personnel in

Clare County Council, NOVAS and the Clare Homeless Action Team in relation to organisational procedures and policies in areas of personnel, finance, administration, research, development, education, public awareness and services.

To work with and under the supervision and direction of the line management within Clare Homeless Action team and the NOVAS management team for the region.

To engage in supervision sessions on a regular basis with NOVAS.

To be familiar with and comply with all relevant Clare County Council/Clare Homeless Action Team and NOVAS policies e.g. Child Protection Policy, Confidentiality Policy, Client Complaints Policy, Health and Safety Policy, Personnel Policy.

To maintain accurate records and statistics in accordance with NOVAS and the Clare Homeless Action Team policies and procedures.

To be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of your line manager or Health & Safety Representative

To attend and contribute to Team Section and Agency meetings as required.

To participate in relevant training and development.

To undertake such other duties as might be reasonably assigned from time to time in consultation with the Coordinator Homeless Services e.g. undertake Outreach support.

To treat all clients with dignity and respect, and to respect and promote their rights and diversity

To support clients and contribute to daily service provision for people experiencing homelessness

To establish and maintain a welcoming, safe, non-judgmental and trauma-informed environment where the voices of those using services are heard and supported

This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review.

Environment of the Job

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 also provide a service for unaccompanied minors seeking asylum. We provide a range of services and accommodation. Our first service was established in Limerick in 2002 which was a temporary low-threshold emergency homeless accommodation and we have grown from there. We now have over 300 staff, and more than 30 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.

Delegation and Reporting

The A&P Officer has decision making remit for the areas of identifying appropriate housing and support needs in collaboration clients and colleagues within the HAT and the HAT Coordinator. In the absence of, or at times, the A&P Officer may be required to consult with, and take direction from Head of Operations or the CEO.

Oversight for the work in this role is provided by the Quality Services Sub Committee of the NOVAS Board of Directors.

The A&P Officer will at all times operate in a professional and respectful manner, maintaining high quality standards of work in accordance with the values and mission of NOVAS. Their decision making will at all times be informed by the best interests of the clients and ensuring cost effective value for money, use of donations and public money.

Challenges

The nature of our work involves supporting the most vulnerable people who often have complex needs and may be survivors of trauma. As a result, during the course of your work you may engage with sensitive and confidential matters that require empathy, compassion and pragmatism. You may also encounter clients or tenants who are in distress, displaying challenging behaviours or struggle to moderate their behaviour. Patience, respect and an ability to remain professional and focused on deescalating is essential. Further training will be provided in Trauma Informed Practice or Crisis Prevention.

As an organisation that is largely funded by public money, effective use of resources is a continuous focus and challenge.

Key Accountabilities

Accountability	Achieved by
<p>Client Care and Support</p>	<ul style="list-style-type: none"> • To assess individual clients needs and develop and deliver appropriate support and care management programmes in conjunction with other voluntary and statutory services. • To approach clients at all times with dignity and respect and ensure they are provided with choices around the services they receive. • To support clients in line Trauma Informed Practice and harm reduction principles. • To support the client in identifying and sourcing appropriate housing options. • Provide practical services to the client, including welfare, benefits and housing advice, budget and debt management and life skills. • Assist clients with health, hygiene, safety, general welfare, including personal assistance where required. • Maintain the service to a high standard including cleaning and preparing client room rooms, communal areas and work stations. • To assist clients in gaining access to a range of community resources to enable them to increase confidence, socialisation, independent living and problem solving skills. • To work with NOVAS Tenancy Sustainment Team in Clare to assist clients in maximising their tenancy sustainment skills, through the use of specialist programmes and self-development skills. • To be aware of child protection issues and correct reporting procedures. • To adhere to all policies and procedures, particularly in relation to child protection, safeguarding vulnerable adults, confidentiality, finance, personal safety and customer care. • To promote client participation by providing information, advice and choices to enable individuals to participate fully in daily decisions relating to them.

	<ul style="list-style-type: none"> • To assist clients in providing feedback on services through meetings, the complaints procedures, suggestions and use of questionnaires. • To be accessible and responsive at all times to clients' questions, concerns and requests for information. • To keep accurate, up to date, factual client records via the NOVAS and funders recording platforms. (Salesforce & PASS) • To assist clients in gaining access to their personal files in accordance with procedures. • To promote and implement the principles of customer care.
<p>Financial Responsibilities</p>	<ul style="list-style-type: none"> • To be aware of and adhere to all relevant financial procedures and regulations of the organisation and to report any discrepancies either on the part of the post-holder or others to your manager immediately.
<p>Liaison</p>	<ul style="list-style-type: none"> • To establish responsive liaison arrangements both within the association and externally with, Estate Agents, Private Rented Sector, Approved Housing Bodies, Long Term Supported Accommodation Providers • To promote the work of the NOVAS to other organisations. • To attend internal and external meetings where appropriate and as requested. • To be accountable for your workload and movements to both your line manager and the appropriate senior managers.
<p>Supervision, Support & Development</p>	<ul style="list-style-type: none"> ▪ Engaging in regular supervision or one-to-one sessions with your line manager. ▪ Working under the direction of your line manager and the wider management team. ▪ Working to help the organisation achieve the aims and objectives of the strategic plan in line with our values and mission. ▪ Participating in team meetings. ▪ Familiarity and compliance with all relevant policies and standards.

	<ul style="list-style-type: none"> ▪ Participation in relevant and required training events.
<p>Health & Safety</p>	<ul style="list-style-type: none"> ▪ Attention to your own and that of the clients Health & Safety in the workplace. ▪ Vigilance of health & safety hazards and timely reporting of same to your line manager and or safety representative. ▪ Managing and reporting incidents and accidents in accordance with policies and procedures. ▪ Ensuring all Fire Safety Checks are carried out in line with policies, procedures and daily tasks. Reporting any issues immediately to the Project Manager. ▪ Carrying out Health and Wellbeing checks on clients where required and follow up on any support needs. ▪ Ability to recognise and administer basic First Aid to clients as required. This includes CPR and Naloxone administration. Mandatory Training will be provided. ▪ Adhere to all the principals of manual handling. ▪ Ensuring that the service is safe, reporting any security issues to the Project Manager/Gardaí as required. ▪ Adherence to all infection prevention control measures and compliance to all guidance in relation to IPC
<p>Information Management</p>	<ul style="list-style-type: none"> ▪ Ensure data and personal information relating to clients, tenants, staff and other members of the organisation is kept safe and secure using the correct systems and procedures, is collected for legitimate purposes and is safely destroyed when appropriate.

Person Specification

Essential Criteria

Documentary evidence of qualifications and eligibility will be confirmed at the end of any recruitment process, candidates who do not possess the essential requirements, on the date of application will not be offered a position. It is the responsibility of the applicant to ensure they meet the essential criteria of the person specification.

The appropriate candidate will have:

- Professional Qualification in Social Care or another allied health profession, minimum level 7.
- Experience in working with people who are homeless or other social care groups.
- Experience of supporting housing needs and working with homeless and other housing agencies.
- Administration skills for record keeping and report writing and computer literacy.
- 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 people who are homeless, with focus on the specific needs of women.
- Knowledge of and a commitment to equal opportunities.
- Full clean driving license and access to own vehicle.
- Garda Vetting will be sought for this role.

Desirable Criteria

It would be an advantage for the candidate to have:

- Experience working on own initiative, lone working, managing one's own caseload and time management.
- Experience and knowledge of working in two or more of the following areas: Homeless sector, Tenancy Sustainment, Family Support, 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.

NOVAS Employment Benefits

NOVAS is committed to attracting and retaining the best talent in service of our clients and tenants and values the hard work and commitment of our staff.

Detailed below are a range of benefits you receive as a NOVAS employee.

Support & Supervision	Every employee will have regular planned one-to-one meetings with their line manager as well as Team Meetings and Monthly All Staff Town Hall meetings in order to ensure you are connected to, and supported by your colleagues and the organisation.
Learning & Development	NOVAS will fully fund a wide range of training programmes required role specific including First Aid, Fire Safety, Manual Handling, Trauma Informed Practice.
Career Progression	NOVAS believes in supporting the development and career path for our staff and develop skills for role changes, Leadership Preparation and Management Development.
Salary Scales	NOVAS has defined salary scales and has committed to awarding annual increments to staff depending on sustained funding.
Annual Leave	26 Days annual leave plus bank holidays.
Pension	A direct contribution pension with a 5% employer and employee contribution totalling 10%.
Employee Assistance Programme	Our Employee Assistance Programme provided by Inspire Wellbeing gives staff access to free confidential counselling and a suite of online mental health and wellness tools.
Further Education Support	With the help of your line manager you can apply for financial support, study leave or exam leave days to complete external professional qualifications to help further your career.
Sick Pay	2 Weeks full and 2 weeks half sick pay certified.
Maternity Leave	18 weeks full pay which can be pro rata across duration.