

# JOB DESCRIPTION **NOVAS**

Housing | Health | Recovery

<b>Tenancy Sustainment Worker</b>	Tenancy Sustainment Officer	<b>Post Holder:</b>	Vacant
<b>Reports To:</b>	Senior Outreach Services Manager	<b>Location:</b>	Care
<b>Salary:</b>	This role is attached to a defined salary scale which starts at £21,500 and ranges to £41,063. Appointments are made depending on experience.		

## Purpose of the Job

The role of Tenancy Sustainment Officer is vital to the successful delivery of quality programmes and services in NOVAS for our clients and tenants.

The Tenancy Sustainment Officer is responsible to provide outreach support to individuals and families living in the Care area to sustain their tenancies and develop independent living and tenancy skills.

The Tenancy Sustainment Officer will report to the Senior Outreach Services Manager, will be a member of, and work collaboratively with, the Tenancy Sustainment Team, the NOVAS Housing Team and the local authorities in the area. The role requires independent planning skills for own workload. It is situated in Care, allows for work from home one day a week and will require travel as needed, to homes where tenants are located. This role requires some element of flexibility and adaptability to deal with emergencies but the usual roster for this role is 9am to 5pm, Monday to Friday.

The Tenancy Sustainment Officer will have a background in Social Care or another allied health profession along with training or experience in the areas of Tenancy Sustainment / Homelessness and will be expected to work within the relevant frameworks of quality standards or legislation.

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 provide a range of services and accommodation. Our first service was established in Limerick in