

# JOB DESCRIPTION

<b>Job Title:</b>	Assessment & Placement Officer	<b>Post Holder:</b>	Vacant
<b>Reports To:</b>	Coordinator Homeless Services Clare County Council or his/her nominee and Senior Outreach Services Manager, NOVAS	<b>Location:</b>	Clare Homeless Action Team
<b>Salary:</b>	This role is attached to a defined salary scale which starts at €35,800 and ranges to €43,860 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 supports a number of clients placed in emergency facilities with a view to securing long term accommodation and where possible, avoiding continued placement in emergency facilities. To make appointments, interview, screen and assess clients seeking a homeless service by appointment in Clare County Council/Clare Homeless Action Team. Provide assessment and advice to people who are homeless. To be a core team member of the Homeless Action Team.

This role requires some element of flexibility and adaptability to deal with emergencies. The post holder is required to be available to work 9.00 a.m. to 5.00 p.m., Monday to Friday.

The Assessment & Placement Officer will have a background in Social Care or another allied health profession at minimum Level 7, with training or experience in the areas of Homeless Services, Addiction, Mental Health, Leadership, Group Facilitation and 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 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 struggling 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
<b>Staff Management &amp; Leadership</b>	<ul style="list-style-type: none"> <li>· Provide regular supervision or one-to-one sessions to the staff team.</li> <li>· Provide regular feedback, performance appraisal and supports to the staff team.</li> </ul>

	<ul style="list-style-type: none"> <li>· Ensure regular and effective Team Meetings for both the day and night teams.</li> <li>· To support staff in line Trauma Informed Practice and promote NOVAS EAP and work positive initiatives. · Ensure the staff team is up to date will all required training.</li> <li>· Keep all staff HR records accurate and up to date on NOVAS HR recording systems and staff returns are completed in a timely manner.</li> <li>· Ensure staff rotas are fair, meet the needs of NOVAS services and are communicated to staff in a timely manner.</li> <li>· Ensure annual leave and other leave is managed effectively and in line with NOVAS Policy and employment legislation.</li> <li>· Be part of the NOVAS on-call rota.</li> <li>· Be part of NOVAS recruitment processes including interview panels for services in other regions.</li> </ul>
<p><b>Client Care and Support</b></p>	<ul style="list-style-type: none"> <li>· To approach clients at all times with dignity and respect and ensure they are provided with choices around the services they receive.</li> <li>· To support clients in line Trauma Informed Practice and harm reduction principles.</li> <li>· To promote client participation by providing information, advice and choices to enable individuals to participate fully in daily decisions relating to them.</li> <li>· To support the client in identifying and sourcing appropriate housing options.</li> <li>· Provide practical services to the client, including welfare, benefits and housing advice, budget and debt management and life skills.</li> <li>· Assist clients with health, hygiene, safety, general welfare, including personal assistance where required.</li> <li>· Maintain the service to a high standard including cleaning and preparing client room rooms, communal areas and work stations.</li> </ul>

	<ul style="list-style-type: none"><li>. 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.</li><li>. 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.</li><li>. To be aware of child protection issues and correct reporting procedures.</li><li>. To adhere to all policies and procedures, particularly in relation to child protection, safeguarding vulnerable adults, confidentiality, finance, personal safety and customer care.</li><li>. To promote client participation by providing information, advice and choices to enable individuals to participate fully in daily decisions relating to them.</li><li>. To assist clients in providing feedback on services through meetings, the complaints procedures, suggestions and use of questionnaires.</li><li>. To be accessible and responsive at all times to clients' questions, concerns and requests for information.</li><li>. To keep accurate, up to date, factual client records via the NOVAS and funders recording platforms. (Salesforce &amp; PASS)</li><li>. To assist clients in gaining access to their personal files in accordance with procedures.</li><li>. To promote and implement the principles of customer care</li><li>· To adhere to all policies and procedures, particularly in relation to child protection, safeguarding vulnerable adults, confidentiality, finance, personal safety and customer care.</li><li>· To keep accurate, up to date, factual client records via the NOVAS and funders recording platforms. (Salesforce &amp; PASS)</li><li>· To assist clients in gaining access to their personal files in accordance with procedures.</li><li>· To promote and implement the principles of customer care.</li></ul>
--	---

<p><b>Financial Responsibilities.</b></p>	<ul style="list-style-type: none"> <li>· 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.</li> </ul>
<p><b>Liaison</b></p>	<ul style="list-style-type: none"> <li>· 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</li> <li>To promote the work of the NOVAS to other organisations.</li> <li>To attend internal and external meetings where appropriate and as requested.</li> <li>To be accountable for your workload and movements to both your line manager and the appropriate senior managers.</li> </ul>
<p><b>Supervision, Support &amp; Development</b></p>	<ul style="list-style-type: none"> <li>· Engaging in regular supervision or one-to-one sessions with your line manager.</li> <li>· Working under the direction of your line manager and the wider management team.</li> <li>· Working to help the organisation achieve the aims and objectives of the strategic plan in line with our values and mission.</li> <li>· Participating in team meetings.</li> <li>· Familiarity and compliance with all relevant policies and standards.</li> <li>· Participation in relevant and required training events.</li> </ul>
<p><b>Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>· Attention to your own and that of the clients Health &amp; Safety in the workplace.</li> <li>· Vigilance of health &amp; safety hazards and timely reporting of same to your line manager and or safety representative.</li> <li>· Managing and reporting incidents and accidents in accordance with policies and procedures. Responding to incidents and accidents.</li> </ul>

	<ul style="list-style-type: none"><li>▪ Ensuring all Fire Safety Checks are carried out in line with policies, procedures and daily tasks. Reporting any issues immediately to the Project Manager.</li><li>▪ Carrying out Health and Wellbeing checks on clients where required and follow up on any support needs.</li><li>▪ Ability to recognise and administer basic First Aid to clients as required. This includes CPR and Naloxone administration. Mandatory Training will be provided.</li><li>▪ Adhere to all the principals of manual handling.</li><li>▪ Ensuring that the service is safe, reporting any security issues to the Project Manager/Gardaí as required.</li></ul>
<b>Information Management</b>	<ul style="list-style-type: none"><li>▪ 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.</li></ul>

## 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, Youth and Community Work or related Social Science discipline, minimum level 7.
- Experience in working with people who are homeless or other social care groups.
- 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..
- Full clean driving license.
- Knowledge of and a commitment to equal opportunities.
- 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.

<p><b>Support &amp; Supervision</b></p>	<p>Every employee will have regular planned one-to-one meetings with their line manager as well and 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.</p>
<p><b>Learning &amp; Development</b></p>	<p>NOVAS will fully fund a wide range of training programmes required role specific including First Aid, Fire Safety, Manual Handling, Trauma Informed Practice.</p>
<p><b>Career Progression</b></p>	<p>NOVAS believes in supporting the development and career path for our staff and develop skills for role changes, Leadership Preparation and Management Development.</p>
<p><b>Salary Scales</b></p>	<p>NOVAS has defined salary scales and has committed to awarding annual increments to staff depending on sustained funding.</p>
<p><b>Annual Leave</b></p>	<p>26 Days annual leave plus bank holidays.</p>
<p><b>Pension</b></p>	<p>A direct contribution pension with a 5% employer and employee contribution totalling 10%.</p>
<p><b>Employee Assistance Programme</b></p>	<p>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.</p>
<p><b>Further Education Support</b></p>	<p>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.</p>

# JOB DESCRIPTION

**NOVAS**

Housing | Health | Recovery

<b>Sick Pay</b>	2 Weeks full and 2 weeks half sick pay certified.
<b>Maternity Leave</b>	18 weeks full pay which can be pro rata across duration.