

# JOB ADVERT

## Tenancy Sustainment

### Officer

Service:	Outreach Services
Location:	County Kerry
Duration:	Fixed Term Contract (1 year)
Hours:	Full Time 40 hours per week
Published:	20/12/2024
Application Closing Date:	14/01/2025

NOVAS is a not-for-profit organisation and Approved Housing Body. We work with single adults, couples and families who are homeless or at risk of being homeless. We provide a range of support services and accommodation. We have over 300 staff, and more than 30 services in Limerick, Dublin, Clare, Kerry, Cork and Tipperary including residential homeless services, social housing and community-based services for tenancy sustainment, homelessness prevention, mental health and recovery.

The Tenancy Sustainment Officer is responsible for providing outreach support to individuals and families living in the Kerry 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 Kerry 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.

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.

#### **Desirable Skills and Knowledge (Please see Job Description for complete Person Specification)**

- A minimum of Level 7 Ordinary Degree or higher (National Framework of Qualifications) in Social Care or another allied health profession.
- 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 driver's license
- 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.

We offer a competitive benefit package including 26 days annual leave pro rata, access to further education supports and contributory pension.

If you would like to work for, an application form and job description can be found on the careers section of our website [www.novas.ie/work-for-us](http://www.novas.ie/work-for-us). If you require any further information or wish to submit a completed application form, please email [recruitment@novas.ie](mailto:recruitment@novas.ie)