

JOB DESCRIPTION

NOVAS

Housing | Health | Recovery

Job Title:	Assessment and Placement Officer	Post Number:	Vacant
Reports To:	Coordinator Homeless Services Clare County Council and Senior Outreach Services Manager, NOVAS	Location:	Clare Homeless Action Team
Salary:	This role is attached to a defined salary scale which starts at £15,800 and ranges to £13,860 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.

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 and Placement Officer will have a background in Social Care or another allied health profession of minimum Level 7, with training or experience in the areas of Homeless Services, Addiction, Mental Health 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