



## JOB DESCRIPTION

**Respond is the largest housing association in Ireland providing social housing and homeless services. We are building our team of people with ambition and ability to achieve our aim to meaningfully address the housing and homelessness crisis Ireland.**

<b>Role:</b>	<b>Relief Project Worker</b>
<b>Location:</b>	<b>Firhouse Family Hub, Tallaght, Dublin 24</b>
<b>Reporting to:</b>	<b>Service Manager</b>
<b>Terms:</b>	<b>Relief Contract</b>
<b>Job Purpose:</b>	<b>The Relief Project Worker is responsible for ensuring the efficient operation of the service while on duty, and providing support to the families residing at the Centre.</b>

### **Core duties and responsibilities:**

- Work within and adhere to the services policies and procedures.
- Adhere to professional boundaries and work in a professional manner at all times.
- Attend and participate in team meetings and continuous professional development
- Complete any other tasks specifically identified and allocated via the Handover.
- Update when appropriate the Pathway Accommodation & Support System.
- Provide support, information and resources to families residing at the Centre.
- Promote and implement the families support Plan through key working system.
- To facilitate residents to access local services such as medical, welfare, training, education and to advocate on their behalf.
- Ensure residents abide by the terms of residency as indicated in the “Family Agreement with the Centre”.

### **Children**

- Work within the services’ Code of Behaviour with Children.
- Provide support to the children residing at the Centre.

### **Safety and Security**

- Ensure the safety and security of all residents, co-workers and the service.
- Respond to all safety and security related incidents, ensuring correct service procedures are followed, and record and report such incident as appropriate.
- Carry out and report security checks, including property checks, occupancy checks and room checks.
- **The list of tasks is not an exclusive one and duties may vary from time to time.**

### **Person specification:**

- A relevant third level qualification or working towards same.
- Experience and an understanding of the nature of homelessness
- Essential competencies; communication skills, commitment to providing the highest level of service, openness to change, professionalism and effective team working.
- Demonstrate respect for diversity
- Garda Vetting will be conducted on an ongoing basis