

## **Peter McVerry Trust: Resettlement Housing Officers – Regional Locations (<https://www.activelink.ie/node/115601>)**



### **Resettlement Housing Officers Regional Locations**

**Hours:** Full- time

**Reporting to:** Team Leader

**Salary:** €34,466- €35,920

**Mandatory:** Full Driving Licence

**Location:** Cork, Limerick, Clare, Offaly, Westmeath and Tipperary

### **Role Overview**

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness and the harm caused by substance misuse and social disadvantage.

The role of **Resettlement Housing Officer** is an essential part of the Resettlement service, working with a dedicated team as well as external agencies and other stakeholders.

### **Responsibilities**

**The role will include but not limited to, the following key responsibilities;**

#### **To provide direct support to clients through:**

- Presenting to Accommodation Centers within designated remit to assess the housing needs of participants and identify most appropriate progression route.
- Assessing the housing need of households accessing Direct Provision and engaging with them to progress them into Private Rented Accommodation via HAP / Homeless HAP.
- Identifying and removing blocks to accessing Social Housing for those in Direct Provision i.e. the unique paperwork relevant to this client group.
- Working closely with Local Authorities to identify progression routes for participants, and to nurture the relationship with Local Authority staff for ease of progression.
- Priority case load; both external and internal – to identify the presenting needs of the potentially complex/ sensitive case and put appropriate interventions in place to support the participant. i.e. presenting to a Local Authority, offering viewings, liaising with landlords/ agents on their behalf, setting up a daft account.
- Sourcing properties and making and nurturing connections with Landlords and Estate Agents in order to progress individuals from homelessness into independent living
- Working with both participants and landlords. Negotiate, liaise, communicate and co-ordinate with tenants and landlords prior to tenancy commencement. Co-ordinating lease agreement, meeting times, key collection etc. Where required, negotiate, liaise and communicate with tenants and agencies involved in the project.
- To manage time effectively to maximise your working day while commuting.

## **To assist with residents' case work through:**

- Maximizing the Social Housing Applicants chances of progression i.e. identifying HAP eligibility, Senior Housing, best areas to have noted on Housing List Application, applying for Co-operative and Voluntary Housing, Choice Based Lettings etc.
- To advocate on behalf of the client group to external agencies.
- To inform households exiting Direct Provision of their entitlements.

## **To undertake administrative duties through:**

- Keeping relevant internal data systems up to date, in order to track progressions, viewings sourced and to reflect the success of the Resettlement Team.
- Working towards an agreed target as outlined by project Manager/Team Leader.

## **Change in work programme:**

- It may be necessary, from time to time, for workload to be re-prioritised in order to accommodate workloads in other areas of the organization. Due notice and consultation will be given.

## **To have a positive and enthusiastic attitude in work:**

- In your interactions with management, staff and residents of the PMVT.
- In your interactions with external agencies while representing the PMVT.

## **Other Duties:**

- Any other duties as designated by the Manager.

## **Experience Required**

### **Qualifications, Skills and Experience required;**

- Degree level qualified in social care/youth work, addiction studies or related field;
- Essential competencies: Commitment to providing the highest level of service, respect for others, openness to change, communication skills– oral, aural and written, contributing to the prevention and management of challenging behavior, professionalism & maintaining professional boundaries and effective team working. (All other competencies to be reviewed as part of the supervision and support process);
- Ability to work independently and within a team environment and exercise mature judgement;
- Knowledge of the Immigration System and the Asylum process in Ireland is desirable.
- The ability to work independently, while keeping in contact with the team via phone and email.
- To develop your role as part of the team, and to use your initiative in order to receive the best outcomes for the client group

### **Requirements of the role:**

- Full Clean Drivers License
- Ability to work flexibly
- Willing to travel when required.

## **Other Information:**

- **Confidentiality:** It is a condition of service that all information obtained during the course of employment, especially with regard to participants affairs is treated with the strictest confidence.
- **Equal Opportunities:** To implement Equal Opportunities into your daily practice at all times
- **Health and Safety:** To be responsible for your own health and safety and that of your Colleagues in accordance with relevant PMVT policies and procedures.

## How to apply:

To apply please download the application form or visit [pmvtrust.ie/careers/](https://pmvtrust.ie/careers/) (<https://pmvtrust.ie/careers/>): [Application Form](https://pmvtrust.ie/wp-content/uploads/2024/01/PMVT-Application-Form.docx) (<https://pmvtrust.ie/wp-content/uploads/2024/01/PMVT-Application-Form.docx>)

**Completed application forms should be sent to [recruitment@pmvtrust.ie](mailto:recruitment@pmvtrust.ie) (<mailto:recruitment@pmvtrust.ie>) along with your CV and Cover Letter.**

**Closing date:** Friday, 13th June 2025

*Peter McVerry Trust is an Equal Opportunity Employer.  
Registration Number 412953 | Charity Number CHY7256*

### **Region**

Cork, Limerick, Clare, Offaly, Westmeath & Tipperary

### **Date Entered/Updated**

13th May, 2025

### **Expiry Date**

13th Jun, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/115601-peter-mcverry-trust-resettlement-housing-officers-regional-locations>