

**JOB SPECIFICATION: Senior Resettlement Worker – Fixed Term Contract,**

**Redclyffe, Family Hub**

**Job Title:** Senior Resettlement Worker, Redclyffe, Family Hub

**Reports to:** Manager and Deputy Manager, Redclyffe, Family Hub

**Date:** May 2025

**Introduction:**

Redclyffe, Good Shepherd Cork, provides emergency accommodation for up to 17 families experiencing homelessness.

This position will involve working 36 hrs per week. Some flexibility will be required around working hours which involves working shifts including weekend and sleepover.

**Job Purpose Statement:**

The successful candidate will support the manager and deputy manager in the management of the unit as necessary and to accept full operational responsibility as Senior Resettlement Worker for the care management, staff support and the making of decisions when on duty.

He/she will role model positive social care practice and support the team while working within a trauma informed model of care.

**Specific Responsibilities:**

**General**

* Provide a quality service that optimises continuity of care.
* Contribute to and oversee the promotion, creation and maintenance of a welcoming, caring and homely environment.
* To promote a culture and practice that supports positive behaviour and emotional wellbeing.
* To promote a child focused and child friendly service that recognises children’s rights and encourages their views, participation and input into service delivery.
* Promote the rights and responsibilities of each individual. Ensure that the rights of the individual are supported and upheld. Encourage and facilitate service user input.
* To develop and manage methods, structures and relationships to support families with their individual housing, welfare rights and entitlement, to access move on accommodation and prevent a return to homelessness.
* To be involved in the developing and devising of practices and procedures to meet the needs of the service.
* Ensure all residents have a key worker, a formal assessment on arrival and an appropriate care plan.
* Develop and implement care plans and interventions from a collaborative strengths-based approach that acknowledges the resilience of the individuals we work with.
* Value and nurture the strengths and skills of individuals we work with.
* Assess housing and support needs using the Care and Case Management Assessment Tools.
* Contribute to the day-to-day planning of services and activities for families.
* Ensure compliance with all statutory and legal requirements.
* Ensure all documentation is managed in an appropriate and professional manner and data which is held is in accordance with the Freedom of Information Act and Data Protection requirements.
* Manage hygiene, maintenance requirements and Health & Safety of the service, ensuring premises and grounds are kept safe, clean and tidy at all times.
* Participate on committees, subgroups and fora as required and work with other agencies, statutory and voluntary, as necessary.
* To attend, participate and on occasion lead staff team meetings, resident meetings and interagency meetings including case conferences and multidisciplinary meetings.
* Contribute to the development and implementation of organisational plans, including Strategic Plans.
* Other duties and responsibilities as may be assigned from time to time.

**Human Resources**

* Provide one to one supervision/support to a portion of relief and/or permanent staff members.
* Under the leadership of the manager and deputy manager to maintain, develop and support staff performance, morale and motivation in line with all policies and procedures. To ensure staff carry out their professional duties to standards of best practice.
* Contribute to training needs assessment for staff and identify relevant training opportunities.
* Assist in the recruitment and induction of staff and volunteers as necessary.
* Organise shift rosters to achieve efficient staffing levels and work within budgetary constraints.
* Assist in admin duties, payroll, rosters, annual leave and other absences in line with staff handbook.
* Ensuring adequate staffing is always in place.

**Funders & Regulation**

* Work closely to build positive relationships with other housing providers (Local Authority, Housing First, Placefinders, Landlords)
* Ensure accurate and complete record keeping for statutory and other purposes.
* Maintain PASS and GSConnect systems and any other regulatory reporting systems and data.
* Be vigilant to any Health, Safety and Welfare risks in the workplace.

**Key Requirements and attributes:**

* A recognised professional qualification in Social Care or an appropriate equivalent.
* A minimum of four years post qualification experience.
* Experience working in homeless services.
* Strong decision-making skills.
* Excellent interpersonal and teamworking skills.
* Strategic thinking and ability to contribute to strategic planning and development of the service.
* Good I.T Skills
* Professional, caring and empathetic approach to working with vulnerable adults, children and families.
* Commitment to the vision, mission and values of Good Shepherd Cork.

May 2025