

**Job Title:** **Permanent Relief Resettlement Worker**

**Reports to:** **Manager – Redclyffe Family Hub**

**Date:**  **June 2025**

**Purpose:**

Redclyffe, Good Shepherd Cork, provides emergency accommodation for up to 17 families experiencing homelessness. The Resettlement (Social Care) Worker will be required to meet the needs of the residents by providing a caring service in conjunction with staff members, and others involved in their welfare.

This is a full-time (36 hour pw) position involving shift work - days, evenings, sleepovers and weekend work.

Flexibility will be required around working hours.

**Roles and Responsibilities:**

* Provide a quality service that optimises continuity of care. Respond to the needs of the men, women, young people and children in our service at all times.
* 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.
* Have an excellent knowledge and understanding of the Children’s First Guidelines for Child Protection and Safeguarding.
* 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 supports families with their individual housing, welfare rights and entitlement, to access move on accommodation and prevent a return to homelessness.
* Develop and implement care plans and interventions from a collaborative strengths-based approach that acknowledges individuals’ resilience by nurturing the strengths and skills of each individual 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 that all documentation is managed in an appropriate and professional manner and that 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.
* Reporting and recording any incidents, however minor, that may happen to residents or staff.
* Ensure that policies governing safety and security for staff and residents are adhered to.
* To build relationships with service users offering support and guidance through key-working.
* Initiate referrals to the Homeless Action Team, Tusla, Family Support Services and other relevant services, as required.
* To ensure the unit operates with regard to the Good Shepherd Cork ethos.
* Prepare court reports and case conference reports as necessary, and attend court, case conferences and reviews as required.
* Co-operate with the Manager in the arrangement of duty rosters and planning for residents.
* To keep the Manager informed of all matters relating to the welfare of residents through regular reports and oral communication.
* To engage in supervision, staff meetings and other relevant meetings as required.
* Undertake the care and supervision of residents in the house at all times.
* Ensuring that all petty cash monies are satisfactorily accounted for.
* Participate in staff training and development initiatives.
* Other duties and responsibilities as may be assigned from time to time.

**Key Requirements and attributes:**

* A recognised professional qualification in Social Care or an appropriate equivalent.
* Experience working in homeless services.
* A strong ability to work on your own initiative.
* Excellent interpersonal and team working skills.
* Have an excellent knowledge and understanding of the Children’s First Guidelines for Child Protection and Safeguarding.
* 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.

**This description indicates the main functions and responsibilities of the post and is subject to review and amendment in the light of changing circumstances and may include other duties and responsibilities as may be determined from time to time by the Manager or the Board of Good Shepherd Cork.**