

SOPHIA HOUSING ASSOCIATION

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title	Part Time Project Worker, Cork
Location	Sophia Housing, Douglas Street, Cork/ City Park House, Sullivan's Quay, Cork
About Sophia	<p>Sophia is a national organisation that has been supporting people as they emerge from homelessness since 1997.</p> <p>Sophia is a niche service provider for two reasons; firstly, it sees the provision of home of one's own as the primary response to homelessness and the intervention that Sophia is exclusively focused on. Secondly as an Approved Housing Body, its core mission is to provide homes for individuals, couples and families who not only need a home but also present with other support needs.</p> <p>Sophia offers the following benefits to employees:</p> <ul style="list-style-type: none">• 25 Annual Leave Days• Additional Long Service annual leave• 5% Employer pension contribution• Further education and training support• Employee assistance Programme• Flexible working arrangements
Reporting to	Senior Project Worker or Project Manager
Contract	Permanent
Hours	30 hours per week Mon-Fri between the hours of 2pm-9pm and Sat-Sun between the hours of 12pm-6pm. Two Saturdays and two Sundays per month
Job Purpose	To provide an efficient and high quality service in our Cork Project. The successful candidate will work on a daily basis with families and individuals coming from homelessness. He/she will manage a caseload in a busy project, key work individuals, carry out assessments and care plans and regularly liaise with other agencies/authorities on behalf of the service users.
Key Responsibilities	<ul style="list-style-type: none">• To have regard for the objectives and ethos of Sophia Housing Association.• To work as a member of the Support Team under the supervision of the Project Manager.• To attend Team meetings and to participate in training as required.

	<ul style="list-style-type: none"> • To participate in the assessment and interview process for referrals to the service. • To work in a holistic way with residents as appropriate to their housing management and personal needs. • To provide practical home support to tenants when required. • To provide resettlement preparation as required. • To respond to and report child protection concerns in line with Children First guidelines. • To liaise with appropriate local crèche facilities. • To plan for and assist residents as appropriate with their move on from the Projects. • To liaise and work effectively with relevant personnel in Sophia Housing, and other relevant agencies; e.g. Local Authority, Health Board etc. • To set up and maintain appropriate records of the work with residents and the work of the Project. • To ensure tenancy agreement is understood by residents and to attend resident/tenancy meetings when required. • To co-operate as appropriate with research and evaluation of the service. • To implement Policy and Procedures within the service. • To participate in responding to emergencies within the Projects as required. • To share administrative duties within the team; e.g. Rent Collection, Petty Cash, etc. • To promote resident involvement in the development of the Projects. • To check on the maintenance of the apartments within the Projects. • To be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of your line manager.
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	<ul style="list-style-type: none"> • To undertake other work that may be assigned to you from time to time. <p><u>Person Specification</u></p> <ul style="list-style-type: none"> • A degree in Social Care/Social Science/Applied Social Studies or related discipline i.e. addiction, social work. • A minimum of one years' experience working with this client group. • An understanding of the issues affecting people who are homeless. • Knowledge around child protection issues, mental health issues and addiction. • The ability to work on own initiative. • Proficient IT Skills and knowledge of PASS database. • Excellent interpersonal communication skills both verbal and written are essential. • To have excellent report writing and record keeping skills <p><u>Application Process:</u> Please forward a Cover Letter and CV to Recruitment@sophia.ie The closing date for receipt of applications is Tuesday, 24th June 2025</p>
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