

Duties

The locum worker is responsible to the manager and team leaders. The (not exhaustive) key duties of a project worker are:

- To assess client needs and operate a key working and care planning system in accordance with Novas policies and procedures in a low threshold short term accommodation facility for single homeless people
- To ensure the day-to-day operations of the project run smoothly and in accordance with the policies and procedures of Novas
- To ensure a safe, welcoming and friendly environment is established and maintained
- To provide general information on the Homeless Services for Limerick City and the wider region
- To assist all clients with health, hygiene, safety and general welfare; including assistance with bathing and personal hygiene if it is required
- To deal with difficult or problematic situations in a sensitive manner and within the framework of the organisation's policies and procedures
- To ensure that clients are consulted and involved in the operation of the project to the greatest practical extent
- To facilitate clients to access local services such as medical, welfare, training, education and employment and to advocate on their behalf
- To be available to work a variety of different shifts of differing lengths as set out in work rotas – this may include shifts on week-days, nights, weekends and Bank Holidays
- To maintain, in conjunction with project management, positive and mutually beneficial relationships with relevant external agencies
- To carry out administrative and financial procedures in accordance with the policies and procedures of Novas
- To keep accurate records including key work reports, contact sheets, and statistical information where appropriate
- To be involved with the preparation of reports, statistics and other information that may be required by management.