



Cavan County Council

Comhairle Contae an Chabháin

Candidate Information Booklet

Homeless Prevention & Support Officer (Grade V)

Closing Time and Date: 5.00 pm Friday 26th July 2024

Cavan County Council is committed to a policy of equal opportunity.

The Competition

The purpose of this recruitment campaign is to form a panel for the post of Homeless Prevention & Support Officer for Cavan County Council from which the 3 year fixed-term specific purpose contract post may be filled.

Background

Cavan County Council is the authority responsible for local government in County Cavan. There are 18 elected members representing 3 Municipal Districts and over 500 employees. The Council has an annual revenue budget of over €83m provides a wide and diverse range of services across the County such as housing, community services and facilities, encouraging economic development through foreign direct investment, the Local Enterprise Office supporting business start-ups, Emergency Services, infrastructural upgrades, and projects (road improvements, public realm). The Council is committed to increasing its capacity and capability for change to deliver improved public service.

Cavan County Council has responsibility for the provision of Homeless Services in Cavan. The Council provides a holistic focus on individual solutions and supports for those who find themselves homeless or at risk of homelessness in the County.

The Role

The Homeless Prevention & Support Officer role is based within the Housing Section of Cavan County Council and will provide additional support to assist the Social Housing Team in the management of social housing and homelessness. The holder of the post will be working directly with people experiencing homelessness or who are at risk of becoming homeless.

The Homeless Prevention and Support Officer will work with a focus on prevention, place- finding and generally moving clients and families on from emergency facilities to more suitable accommodation. The role will involve intensive and direct interaction with families and clients and the provision of clear advice and support to enable them to exit homelessness.

Qualifications For The Post

1. Character:

Candidates shall be of good character.

2. Health:

Candidates shall and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Education, Training Experience etc:

Candidates must on the latest date for receipt of completed application forms for the office have:

- (i) (a) Possess the National Diploma in Applied Social Care Studies awarded by Quality & Qualifications Ireland (QQI)

OR

- (b) Possess the Diploma in Social Care awarded by Quality & Qualifications Ireland (QQI)

OR

- (c) Possess the Diploma in Applied Social Studies/Social Care from DIT

OR

- (d) Possess a BA (Ord) in Social Care Practice (minimum Level 7 on the QQI framework)

OR

- (e) Possess an equivalent qualification in a related field

- (ii) Minimum of 2 years' experience working in the homeless provision area or similar type service

- (iii) Possess a full clean driver's licence

DETAILS AND PARTICULARS

Duties & Responsibilities

The duties and responsibilities of the Homeless Prevention & Support Officer (Grade V) involve but are not limited to the following:

- Interviewing and assessing of clients that present to the Council stating that they are homeless;
- Prioritising homeless prevention at assessment stage and carry out mediation and intervention measures where necessary;
- Arrangement of temporary emergency accommodation within the existing services available should it be required;
- Case manage families and individuals in emergency accommodation including B&B / hotel accommodation, or those in certain other types of emergency accommodation that require support;
- As Case Manager be responsible for engaging the clients who are homeless to identify their individual support needs, help them engage with appropriate services and develop and implement an exit strategy from homelessness in each case;
- Work closely with the Council's Social Worker on Homeless Prevention and Exit Strategies;
- Work closely with the HAP Place Finder Service on preventing clients becoming homeless and achieving exit goals for homeless clients in emergency accommodation;
- Work with the Social Housing Applications Team/Rents/Tenancy Management Teams on cases to prevent homelessness as required;
- Work alongside Cavan County Council's Social Worker and Service Providers ensuring the implementation of the Housing First Programme;
- Refer the clients to appropriate community or health services;

- Work as part of the Homeless Action Team (HAT) to meet the needs of the homeless clients, or those at risk of homelessness;
- Work in consultation with other support services and specialists to meet the needs of the homeless clients;
- Maintain a caseload of clients and offer clients ongoing support;
- To be responsible for keeping up to date casework records and written assessments, and ensure all necessary information is recorded on the Pathway Accommodation & Support System (PASS), iHouse and other systems as required;
- Provide progress report and presentations as required in relation to caseload;
- As part of the Homeless Action Team (HAT) attend weekly meetings and provide information as required;
- Attend inter-agency meetings and reviews of clients as and when required;
- Preparing Returns and Claims for the Department of Housing, Planning and Local Government as required;
- Participate in relevant training and development courses as agreed with your supervisor.

Cavan County Council may require you at its discretion to undertake other duties from time to time in consultation with your supervisor. It is understood that you will perform to the best of your ability all the duties of this position and any other additional or substitute duties which may reasonably be required of you and you will at all times comply with all reasonable instructions and use your best endeavours to promote the interests of Cavan County Council.

Probation

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

Salary

Remuneration will be at the Staff Officer Scale of the national wage scales. The present minimum scale is €49,706 increasing to €59,456 per annum (including LSIs) with annual increments subject to satisfactory performance via PMDS. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Garda Vetting/Child Protection

Successful candidates will be subject to the Garda Vetting Procedures.

Annual Leave

The annual leave entitlement for this post will be 30 days per annum.

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

Working Hours

The post entails a wide range of duties which require maximum flexibility and will be based on a 35 hour week, involving regular evening and weekend attendance where necessary. The Council reserves the right to alter the hours of work from time to time.

Pension:

The Local Government Superannuation Scheme applies.

Acceptance of Offer of Employment

Cavan County Council shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, Cavan County Council shall not appoint them.

COMMUNICATIONS:

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing: jobs@cavancoco.ie

The onus is also on each applicant to ensure that she/he is in receipt of all communication from the Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

Stage 1: Closing Date for Submission of Application Form

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to jobs@cavancoco.ie no later than **5pm on Friday 26th July 2024**
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

Stage 2: Shortlisting

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

Stage 3: Final Interview

Interviews will be conducted by an Interview Board set up by Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

Competency Framework & Requirements

A Requirement and Competency Framework has been developed for the position of Homeless Prevention & Support Officer. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings:

Requirements:	
Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Knowledge and understanding of the structure and functions of local government. • Understanding of the role of Homeless Prevention & Support Officer • Have satisfactory knowledge and understanding of housing policy, relevant structures in the local authority and the policies governing the provision of social housing support • Have demonstratable experience of working with social housing applicants and/or the provision of tenant focused services including dispute resolution, working with community groups or resident's association • Experience of building, managing, and nurturing partnerships and working relationships across a wide range of key agencies and organisations • Relevant administrative experience. • Experience of supervising staff. • Experience of working as part of a team.

	<ul style="list-style-type: none"> • Experience of preparing reports and correspondence. • Strong resource management skills. • Knowledge and experience of operating ICT systems. • Understand and implement change and demonstrate flexibility and openness to change. • Develop and maintain positive, productive and beneficial working relationships.
Competencies:	
Delivering Results	<ul style="list-style-type: none"> • Translate the business or team plan into clear priorities and actions for their area of responsibility. • Plan work and allocation of staff and other resources effectively. • Implement high quality service and customer care standards. • Make decisions in a timely and well-informed manner.
Performance Management	<ul style="list-style-type: none"> • Lead and develop the team to achieve Corporate Objectives. • Effectively manage performance.
Communicating Effectively	<ul style="list-style-type: none"> • Have effective written and verbal skills

Personal Effectiveness	<ul style="list-style-type: none">• Take initiative and be open to taking on new challenges or responsibilities.• Manage time and workload effectively.• Maintain a positive, constructive, and enthusiastic attitude to their role.
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ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- Information provided by a candidate in their application form will be used for the purpose of the Homeless Prevention & Support Officer Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.
- **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

Note - Canvassing:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.