

HSO (Social Integration & Development)

Job Title:	HSO (Social Integration & Development)
Reports to:	Service Manager
Location	Galway City & Surrounds
Contract Details:	2-year Full Time Fixed Term Contract - 39 hours per week
Salary Details:	HSE Social Care Worker 2019 salary scale €32,480-€47,025
Job Purpose:	To support clients to integrate and participate fully and meaningfully in the community and wider society by developing socially valued roles and successful pathways into training, education and employment as aligns with the individual's preferences, assets and personal development goals.
Main duties & Responsibilities:	<p><u>Client Specific</u></p> <ul style="list-style-type: none"> ▪ To build on the initial service set -up, that supports and facilitates clients to access a range of opportunities that respond to their training, education and employment needs. ▪ To developed individualised plans with referees around personal development, access to training, employment and enjoyable/productive meaningful use of time based on the on unique attributes, preferences and aspirations of the individual. ▪ To provide and facilitate effective and meaningful outcomes for those accessing the programme in line with Galway Simon Community ethos and values. ▪ To accompany and act as an advocate for and with the person in dealing with relevant stakeholders. ▪ To assertively collaborate in development of a robust support plan and ensure that support plan outcomes are focused on the development of a socially valued role. ▪ To ensure all person specific entitlements and opportunities are utilised to their maximum benefit. ▪ Provide client with detailed outline of what engagement in the service entails; expectations around attendance, commitment, details of training/work placement and supports available. <p><u>Network & Pathways</u></p> <ul style="list-style-type: none"> ▪ To develop strategic links, collaborations and robust pathways with relevant external stakeholders and agencies (e.g. employers, training programmes, educational institutions), focusing on various levels of participation & sustainable social role development. ▪ To establish and develop broad -range mentoring networks with shared goals and aspirations. ▪ Maintain high levels of collaboration and communication with external stakeholders, team leaders, support workers to encourage participation, and facilitate feedback and information sharing, focused on best possible participation and outcomes. ▪ Apply for funding, grants or other opportunities which arise to pay for provision of activities.

- Identify the resources required to carry out any programmes developed; including, volunteers, peer supporters, facilities, transports, funding etc.
- Researching other service models to inform ongoing service development.
- Develop a system of communicating opportunities and outcomes to their maximum benefit.
- Participate and oversee the effect operation of the associated social enterprise and ensure its sustainability.

Administration

- To maintain a systematic and timely approach with recording systems (Pass2, Vi-clarity, One Note, TEAMS, etc).
- To ensure that all communication, reporting and administrative policies and procedures are followed.
- To work in line with best practice set out in the National Standards Framework for People in Homeless Services.
- Work within a budget and generate statistics on service efficacy.

Training

- To attend and participate in training courses as required & identify areas of future training need as required.
- Attend relevant meetings, conferences, seminars and training to enhance the opportunity for networking.
- To provide training and mentoring to team members, volunteering and placement students as required.
- Participate in proactively in personal development and supervision process.

Health and Safety

- To ensure a health, safety and welfare of self, colleagues, and clients is a priority at all times.
- To carry out all duties with reasonable care.
- To act as First Aid Responder as required.
- Ensure optimal infection control in the work environs at all times.
- To adhere to all Lone Working policy and procedures.

General

- Develop and maintain positive working relationships with all stakeholders and develop productive positive working networks within the wider community.
- Work in partnership and collaborate using solution focused approach with team members, colleagues and other professionals to achieve best possible outcomes for and with the person being supported.
- Be flexible in working hours in securing positive outcomes which may involve evening and weekend work as required.
- Represent Galway Simon Community at meetings, conferences, seminars and other events.
- Project a positive image of the Simon Community at all times.
- Maintain confidentiality on all matters relating to staff, volunteers, clients, ex-clients and general Simon Community Business.
- Be aware of and adhere to all Simon Community current Policies and Procedures.
- Attend and proactively engage in team, staff and other meetings as appropriate.

	<ul style="list-style-type: none"> ▪ Ensure that the people being supported have all appropriate supports in terms of their health and welfare, and proactively seek universal supports as well as specialists' multi-disciplinary supports as appropriate. ▪ All other duties as may be from time to time requested by management and which are consistent with your job and responsibilities. <p>This Job Description is intended to indicate the broad range of responsibilities and requirements of the position. It is neither exhaustive nor exclusive but while some variation can be expected in particular duties, as the position evolves, the outline is considered to provide a reasonable general description of the position.</p>
Person specification:	<p><u>Essential Requirements</u></p> <ul style="list-style-type: none"> ▪ A Social Care/Community Development Degree (min. Level 7) or equivalent relevant qualification as it pertains to this role specifically (human resources, life coaching, person centred approach, training, education, etc). ▪ A minimum of 3 years' experience working in a similar role e.g. Personal development, life coaching, recruitment, mentoring, education and training. ▪ Have working knowledge of a using a trauma informed approach or have worked in personal development role and can evidence same. ▪ Have a valid and full clean manual drivers licence & full access to own car for work purposes. ▪ Excellent organisation skills, advocacy skills, interpersonal and communication skills. ▪ Be self-motivated, positive and able to motivate and inspire others. ▪ Demonstrate a high level of administrative skills, record keeping and use of modern technology. ▪ Be patient, non-judgemental and resourceful. ▪ Being flexible with working hours including evenings and weekends. <p><u>Highly Desirable</u></p> <ul style="list-style-type: none"> ▪ Experience of working with people with limited work experience/access to opportunity /low-level literacy. ▪ Experience of mentoring or life coaching ▪ Knowledge of the business sector, resources and networks in Galway City & County. ▪ Familiar using assertive engagement and operating from a solution focused approach.
To apply:	<p>All applications should be submitted on the Galway Simon Community application form. Application form and detailed job description can be obtained from www.galwaysimon.ie</p> <p>Applications must be submitted to jobs@galwaysimon.ie by 5pm on closing date 28th August 2022</p> <p>If you have any questions in relation to this position please contact the HR department via email jobs@galwaysimon.ie</p>
<p>Galway Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.</p>	