

Community Integration & Development Officer

Job Title:	Community Integration & Development Officer
Reports to:	Service Manager
Location	Galway City & Surrounds
Contract Details:	3 year Full Time Fixed Term Contract - 39 hours per week
Salary Details:	HSE Social Care Worker 2017 salary scale €31,293-€45,306
Job Purpose:	To support clients to integrate and participate fully and meaningfully in the community and wider society; developing 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 develop a service model that supports and facilitates clients to access a range of opportunities that respond to their training, education and employment needs. ▪ To developing individualised plans with referees around personal development, accessing 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 establish and maintain positive, trusting relationship with the person being supported, that is based on respect, equality and that promotes independence. ▪ 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.

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.
- 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.

	<ul style="list-style-type: none"> ▪ 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. ▪ 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>Person specification:</p>	<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.
<p>To apply:</p>	<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, or by post to HR Dept, Galway Simon Community, 11 Sean Mulvoy Centre, Sean Mulvoy Road, Galway H91EAY0 by 5pm on closing date 17th October 2021</p> <p>If you have any questions in relation to this position please contact the HR department via email jobs@galwaysimon.ie</p>
<p>All job offers will be subject to satisfactory pre-employment medical checks and Garda vetting.</p>	
<p>Galway Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.</p>	