



UKRAINIAN SUPPORT WORKER

(PART-TIME FIXED TERM CONTRACT – 12 MONTHS)

REPORTING TO:	Community Development Team Leader.
NATURE OF POSITION:	Part-time fixed term contract (12 Months)
PLACE OF WORK:	Monaghan Integrated Development Castleblayney office (base) and various locations countywide as the needs of the role require.
HOURS OF WORK:	17.5 hours per week
SALARY:	€34,000 per annum (pro rata €17,000)

ROLE:

Monaghan Integrated Development CLG (MID) are recruiting for the role of a Ukrainian Support Worker to work with individuals and family groups who have fled the war in Ukraine.

RESPONSIBILITIES:

Report to MID management and be responsible for:

- Supporting the formation and development of a Ukrainian Community Group to provide a safe space for the Ukrainian community to identify and articulate their needs on an ongoing basis
- Providing English language supports by:
 - co-ordinating existing Fáilte Isteach English Conversation Class provision as directed and through a coordinated communication campaign to engage the Ukrainian Community in all existing Fáilte Isteach classes; and
 - connecting Ukrainians with CMETB formal English classes as necessary
- Providing interpretation and other supports to engage with services
- Providing face to face outreach services to Ukrainians in Monaghan as directed. Also to manage a virtual Ukrainian hub via MID's established 'Ukrainian in Monaghan' Facebook page with the option of online appointments to overcome other access barriers.
- Organising monthly events for the Ukrainian community in County Monaghan. Co-ordinate intercultural/integration events/trips engaging the Ukrainian community including logistics and general promotion as directed.
- Developing a programme of parenting supports through monthly activities and workshops and promote it within the Ukrainian community
- Supporting individuals from the Ukrainian Community to take stock and evaluate their situation in Ireland, to identify and set new goals and life plans.
- Supporting Ukrainians to transition from emergency to permanent accommodation and assist with community integration.
- Signposting and supporting Ukrainians to access counselling services & provide funding for trauma counselling on a case by case basis.

This is a community development position and will require evening/weekend work as necessary.

SHORTLISTING:

Shortlisting will take place on the basis of the information provided in the application form.

COMPETENCIES

The person appointed to this post:

- Will consistently strive to perform at a high level and deliver a quality service
- Be thorough and conscientious, even if work is routine
- Be enthusiastic and resilient, persevering in the face of challenges and setbacks
- Be personally honest and trustworthy
- At all times, act with integrity
- Be required to show evidence of the following **5 competencies** in their application form.

TEAM WORK:

- Shows respect for colleagues and co-workers
- Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate
- Offers own ideas and perspectives
- Understands own role in the team, making every effort to play his/her part

INFORMATION MANAGEMENT AND DECISION MAKING:

- Approaches and delivers all work in a thorough and organised manner
- Follows procedures and protocols, understanding their value and the rationale behind them
- Keeps high quality records that are easy for others to understand
- Draws appropriate conclusions from information
- Suggests new ways of doing things better and more efficiently
- Is comfortable working with different types of information, e.g. written, numerical, charts, and carries out calculations such as arithmetic, percentages etc.

DELIVERY OF RESULTS

- Takes responsibility for work and sees it through to the appropriate next level
- Completes work in a timely manner
- Adapts quickly to new ways of doing things
- Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes
- Writes with correct grammar and spelling and draws reasonable conclusions from written instructions
- Identifies and appreciates the urgency and importance of different tasks
- Demonstrates initiative and flexibility in ensuring work is delivered
- Is self reliant and uses judgment on when to ask manager or colleagues for guidance

INTERPERSONAL & COMMUNICATION SKILLS:

- Actively listens to others and tries to understand their perspectives/ requirements/ needs
- Understands the steps or processes that service users/groups must go through and can clearly explain these
- Is respectful, courteous and professional, remaining composed, even in challenging circumstances
- Can be firm when necessary and communicate with confidence and authority
- Communicates clearly and fluently when speaking and in writing
- Is proficient in MS Office, high level of computer and social media literacy
- An ability to communicate in Ukrainian and/or Russian would be an advantage

COMMUNITY DEVELOPMENT KNOWLEDGE, EXPERTISE AND SELF DEVELOPMENT

- Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant policies, community/organisational contacts, relevant technologies, IT systems, Microsoft Office, social media, etc.

- Clearly understands the role, objectives and targets and how they fit into the work of the Monaghan Integrated Development
- Is committed to self development and continuously seeks to improve personal performance