

Role Profile

Common Points for all Roles

Specific role profiles have been developed for each role in Cork Simon Community which outline the objective, key tasks, performance indicators and skills required. Cork Simon Community requires that any person who wishes to work, in any capacity, within the Community should also know and observe Cork Simon's values and practice including:

- Attend and be punctual when scheduled for attendance.
- Be flexible in providing cover in other community projects or departments when the need arises.
- Attend and participate in training.
- Attend and participate in team and Community meetings.
- Understand and observe health and safety standards and practices.
- Maintain good self-care and manage your time well.
- Adhere to boundaries, respect confidentiality etc.
- Maintain professional and ethical standards of practice.
- Be empathetic when dealing with people in personal crisis.
- Encourage Community members to participate in the Community.
- Understand the empowerment model and implement it.
- Participate in the development and implementation of best practice community policy, practices and procedures.
- Promote equal opportunity policies.

Role Title: CE Activities Assistant

Location: Cork Simon Community's Anderson's Quay Complex

Objective: To assist the Activities Co-ordinator in the scheduling and delivery of a varied programme of leisure and positive activities geared towards residents' and service users' personal development.

Key Tasks:

- Facilitate hobbies and leisure activities geared towards residents' and service users' personal development. These will be in areas of both learning and recreational activities, such as general games and sports, music groups, arts activities, drama, creative writing, daytrips, etc.
- Assist the Activities Co-ordinator in identifying, scheduling and promoting activities, programmes and events
- Assist with the circulation of the activities schedule to all Cork Simon Community projects and the promoting of residents and service participation in the activities
- Assist in the preparation of posters and other material to promote activities
- Assist with publicising and promotion of events and activities via team leaders, internal posters, etc
- Assist the Activities Coordinator to motivate and encourage residents and service users to take part in the activities schedule
- Liaising with the care staff in the Homeless Emergency Support Service (HESS), Day & Outreach Team, High Support Housing and Housing Support Team, to motivate and encourage residents and service users to participate in the Activities Program

- Supporting and facilitating ongoing activities in HESS, Day & Outreach Team and other projects.
- Encouraging submissions for Community Newsletter– e.g. poems, stories, photos, drawings, etc.
- Attending day trips and theme events organised for residents and service users as required
- Assist with the coordination of special Community events, etc.

General & Administration

- Assist in maintaining databases/records/files for Activities Co-ordinator as required
- Attend to internal and external correspondence via email, telephone and post.

Learning & Development

- Participate in the quarterly review process and the implementation of the Individual Learning Plan (ILP) as agreed with the CE Supervisor
- Participate in all priority training and follow up refresher courses
- Participate in all other training opportunities as agreed with the CE Supervisor
- Participate in external work placements as per CE requirements

Health & Safety

- Comply with Cork Simon workplace health & safety policies
- Comply with regulations regarding safe practices and the use of safety equipment
- Comply with no smoking rules, use of protective clothing, glasses, gloves, footwear etc. where deemed necessary by Cork Simon Community.
- Participate in courses pertaining to health & safety and manual handling
- Participate in regular fire drills and be fully aware of evacuation plans, positioning of fire-fighting equipment, etc.

Team Work:

- Work as part of the Cork Simon Community Activities Co-ordinator's Team and the CE Team
- Work in accordance with admin and office practices and procedures
- Work with and assist in supporting volunteers.
- Carry out any other appropriate work as requested by Line Manager/CE Supervisor
- Attend CE Team meetings as required

Key Performance Indicators:

- Ability to take direction
- One-to-one and group work with service users, rapport building with residents
- Effective teamwork with Activities Co-ordinator, E&T Co-ordinator, CE Supervisor, Project staff & volunteers
- Positive feedback from residents and service users
- Maintaining proper records and files
- Quality and timely completion of duties
- Prompt responses to correspondence / phone calls
- Maintaining good boundaries, confidentiality and self-care
- Attendance and positive engagement in supervision and training
- Completion of Individual Learning Plan

Skills Required:

- Excellent interpersonal skills
- Flexibility and adaptability to different working environments

- Enthusiastic and positive attitude
- Problem solving/decision making abilities
- Computer skills – email, word processing, databases, spreadsheets
- Office systems and procedures
- Teamwork
- Organisational skills

Supervisor(s): Activities Co-ordinator (*Operational*)
C.E. Supervisor (*CE Programme & Training*)

Note: The Role Profile may change in line with the requirements of the job.

PERSONAL SPECIFICATION

CE Activities Assistant

<i>Specification</i>	<i>Essential</i>	<i>Desirable</i>
Knowledge		<input type="checkbox"/> Cork Simon and homelessness <input type="checkbox"/> Community/Voluntary Sector <input type="checkbox"/> Addiction issues <input type="checkbox"/> Mental Health Awareness
Skills	<input type="checkbox"/> Organisational <input type="checkbox"/> Excellent Communication and Interpersonal Skills <input type="checkbox"/> Problem solving/decision making <input type="checkbox"/> Working on own initiative <input type="checkbox"/> Coaching/Facilitation skills <input type="checkbox"/> Excellent boundaries <input type="checkbox"/> Networking <input type="checkbox"/> Persuading/motivating others <input type="checkbox"/> Computer skills – email, word processing, databases, spreadsheets & internet	<input type="checkbox"/> Office systems and procedures <input type="checkbox"/> Numeric & report writing <input type="checkbox"/> Reflective Practice <input type="checkbox"/> First Aid <input type="checkbox"/> Record keeping <input type="checkbox"/> Administration
Ability	<input type="checkbox"/> Prioritising workload <input type="checkbox"/> To work under pressure <input type="checkbox"/> Team work <input type="checkbox"/> Dealing with queries <input type="checkbox"/> Flexibility and adaptability to different working environments <input type="checkbox"/> To maintain confidentiality	<input type="checkbox"/> Any specific hobby or interests would be a bonus (Sport, Art, Music...)
Experience		<input type="checkbox"/> Working/Volunteering in the voluntary/community sector <input type="checkbox"/> Experience of working in a team
Qualifications		<input type="checkbox"/> Leaving Certificate or equivalent

COMMUNITY EMPLOYMENT INFORMATION

Community Employment is an employment programme which helps long-term unemployed people to re-enter the active workforce by breaking their experience of unemployment through a return to work routine. The programme is designed to provide training and work experience to people who are unemployed with the aim of enabling progression into more regular employment. We can provide you with accredited training and development opportunities to help you achieve this aim.

To participate in the Department of Social Protection (DSP) Community Employment programme, you must:

- Register at your local [Employment Services Office](#);
- Meet certain [Eligibility Criteria](#).

Eligibility criteria	The criteria for participating in Community Employment are based on age and length of time in receipt of various social welfare payments. To be eligible you must be 21 years or over and in receipt of a social welfare payment for 1 year or more. People in receipt of disability-related social welfare payments for 6 months or more and certain groups such as travellers and refugees are eligible for CE from age 18. Participation is limited to 12 months in most cases but further periods are possible and are again dependent on age and the amount of time spent in receipt of a social welfare payment. Please see the DSP website for full information on eligibility and participation in CE www.welfare.ie/en/Pages/Community-Employment-Programme-.aspx or contact your Local Employment Services Office.
JOB TITLE	C.E. Activities Assistant
LOCATION	Cork Simon Community's Andersons Quay Complex
HOURS PER WEEK	19.5 hours per week.
HOURS / DAYS PER WEEK	Working hours may include morning, afternoon, evening and weekend work. The working hours are subject to change.
PAY	To participate in CE you have to give up your social welfare payment, however, participants will retain the same level of income they had on social welfare plus a €22.50 top-up, or a minimum personal rate of €215.50 per week, whichever is the higher of the two. The personal rate applies to a person not currently receiving an adult or child dependent payment from social welfare.
SECONDARY BENEFITS	Participants may retain some secondary benefits, e.g. medical card, fuel allowance. A CE applicant who needs childcare in order to take up a place on CE is eligible to apply for a subsidised CE childcare place. For further details in relation to how CE childcare places are managed please contact Local Employment Services office or click here .
HOLIDAYS	81 hours per 12 month contract