

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 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: Employment and Training Assistant **Project:** All Projects

Objective: To assist in the delivery of training or the up skilling of residents and tenants in preparation for work or a return to education. This will include working across all projects and services, creating opportunities for people to build self-confidence, social networks and facilitate interaction with the wider community.

Key tasks:

General

- In collaboration with the Employment and Training Facilitator, work on a one-to-one basis or in small groups with residents and help them to identify gaps in training and education and any possible employment opportunities.
- Help to organise and deliver appropriate training, offering encouragement and advice to each person along the way.
- Assist the Employment and Training Facilitator in the identifying and scheduling of employment and training programmes for residents and tenants.
- Assist residents and tenants during participation in a number of courses to ensure the residents receive the level of support required to complete the course.
- Liaise with the care staff in the Homeless Emergency Support Service, Housing and Housing Support projects, to motivate and encourage residents and tenants to participate in courses and training, one-to-one sessions, preparation for work etc.
- Assist in motivating and encouraging residents/tenants to take part in programmes and interviews scheduled.

Admin:

- Carry out general administrative duties as required, and assist in the day to day running of the Employment & Training project
- Manage internal and external correspondence via email, telephone and post.
- Assist in the preparation of posters and other material to promote employment, training and educational programmes.
- Maintain databases/records/files for Employment and Training Facilitator as required

Promotion:

- Assist in the circulation of information about the employment and training schedule to all Cork Simon Community projects and promote resident participation in employment and training.
- Publicise and promote employment and training events internally via team leaders, posters, etc

Events:

- Assist in the co-ordination of special employment and training events, etc.

Personal Development:

- Participate in the supervision process and implement the individual learning plan as agreed with the CE Supervisor.

Team Work:

- Work as part of the Cork Simon Community and CE Programme staff team.
- Provide support and input on office admin practices and procedures.
- Work with and support administrative volunteers.
- Carry out any other appropriate work as requested by CE Supervisor/Line Manager.
- Attend CE Team meetings as required.

Key Performance Indicators:

- Effective teamwork with Employment and Training Facilitator, CE Supervisor, project staff, residents and tenants, staff managers and co-ordinators, trainers, volunteers.
- Accuracy and quality of records and files
- Quality and timeliness of completed duties
- Prompt responses to correspondence / phone calls
- Completion of Individual Learning Plan

Skills Required:

- Excellent interpersonal skills
- Problem solving/decision making abilities
- Computer skills – email, word processing, databases, spreadsheets
- Office systems and procedures
- Flexibility and adaptability to different working environments
- Teamwork
- Organisational skills

Supervisor(s): Employment and Training Facilitator (*Operational*)
C.E. Supervisor (*CE Programme*)

PERSONAL SPECIFICATION

Employment and Training Assistant – Community Employment Programme

Specification	<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"/> Office systems and procedures
	<input type="checkbox"/> Problem solving/decision making	<input type="checkbox"/> Numeric & report writing
	<input type="checkbox"/> Record keeping	<input type="checkbox"/> Coaching/Facilitation skills
	<input type="checkbox"/> Working on own initiative	<input type="checkbox"/> Reflective Practice
	<input type="checkbox"/> Administration	<input type="checkbox"/> First Aid
	<input type="checkbox"/> Office systems and procedures	
	<input type="checkbox"/> Excellent boundaries	
	<input type="checkbox"/> Networking	
	<input type="checkbox"/> Flexibility and adaptability to different working environments	
	<input type="checkbox"/> Persuading/motivating others	
	<input type="checkbox"/> Teamwork	
	<input type="checkbox"/> Computer skills – email, word processing, databases, spreadsheets & internet	
Ability		
	<input type="checkbox"/> Prioritising workload	<input type="checkbox"/> To advocate for service users with external agencies
	<input type="checkbox"/> To work under pressure	<input type="checkbox"/> To source information as required
	<input type="checkbox"/> Team work	
	<input type="checkbox"/> Work to deadlines	
	<input type="checkbox"/> Dealing with queries	
	<input type="checkbox"/> Flexibility and adaptability to different working environments	
	<input type="checkbox"/> To maintain confidentiality	
Experience		<input type="checkbox"/> Working/Volunteering in the voluntary/community sector
		<input type="checkbox"/> Experience of working with people with poor literacy
		<input type="checkbox"/> Experience of leading a team
Qualifications	<input type="checkbox"/> Leaving Certificate or equivalent	<input type="checkbox"/> Literacy tutor training

COMMUNITY EMPLOYMENT INFORMATION

<p>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.</p>	
<p>To participate in the Department of Social Protection (DSP) Community Employment programme, you must:</p> <ul style="list-style-type: none"> • Register at your local Employment Services Office; • Meet certain Eligibility Criteria. 	
<p>Eligibility criteria</p>	<p>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.</p>
<p>JOB TITLE</p>	<p>C.E. Employment and Training Assistant</p>
<p>LOCATION</p>	<p>One of Cork Simon Community's projects in Cork City</p>
<p>HOURS PER WEEK</p>	<p>19.5 hours per week.</p>
<p>HOURS / DAYS PER WEEK</p>	<p>Working hours may include morning and/or afternoon work Monday to Friday. The working hours are subject to change.</p>
<p>PAY</p>	<p>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.</p>
<p>SECONDARY BENEFITS</p>	<p>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 subsidized CE childcare place. For further details in relation to how CE childcare places are managed please contact Local Employment Services office or click here.</p>
<p>HOLIDAYS</p>	<p>81 hours per 12 month contract</p>