



Westmeath Community Development

Job Description: Integration Support Officer [x 2 posts] [Fixed term Contract]

Westmeath Community Development (WCD) is recruiting for two Integration Support officers under the Social Inclusion and Community Activation Programme (SICAP). The role will involve identifying and addressing the support needs of Ukrainian refugees in Westmeath and working with local communities and agencies to support community integration. They will co-ordinate day to day activities and organise support and advice systems. They will work as part of the WCD team to support clients into our complimentary services, training, capacity building and refer clients to other relevant agencies as necessary.

Key Areas of Work

The candidate will be required to:

- Engage and support refugees to avail of supports and training available through WCD and other programmes/agencies as required.
- Introduction to the local services available in each area, such as library, parks, pharmacies, doctors, health clinics, shops and the local amenities available in their areas.
- Facilitating individuals overcoming any worries and fears they may have due to lack of local knowledge and awareness of the Irish service provision system.
- Facilitate individual wellness, wellbeing and integration into their local communities.
- Creation of wellbeing activities such as facilitating people's ability to connect with others, taking part in community activities.
- Facilitate all individuals with opportunities to network with their fellow Ukrainians across the county with a view to creating a Ukrainian network and to link with PPN structures.
- Provision of interpreter and translator.
- Provision of crisis/trauma counsellor.
- Support and encourage local community groups/resident associations to facilitate participation of Ukrainian community members.
- Liaise directly with a wide range of stakeholders and organisations in the statutory, community and voluntary sector to develop actions and initiatives that target the needs of Ukrainian refugees.
- Referrals to SICAP employment/self-employment services and external service providers that can support individuals job readiness.
- Recording individuals and completing the required paperwork and consent for monitoring purposes.
- Prepare reports on programme activities and actions as requested by management.
- The above duties and responsibilities are not intended to be a complete list of all duties involved and consequently, the post holders may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time.



Person Specification

Essential

- Third level qualification (Level 7+) in community development, social science or a related field of study and/or
- A minimum of 2 years relevant work experience working in a similar setting with a strong understanding of cultural differences.
- Strong team work skills with the ability to work independently managing a busy caseload.
- Strong administration and IT skills with experience in report writing and managing CRM systems.
- Proven ability to manage own time, set priorities, plan and organise work to meet timelines and targets.
- Excellent communication skills (written & verbal) required with the ability to confidently provide information and guidance to individuals.
- Experience of facilitating and engaging with individuals and groups.
- Strong networking skills with a proven ability to engage, liaise and network positively with external agencies and stakeholders.
- Good level of data processing and data entry experience.
- Be highly motivated and a self-starter.
- Compassion and the ability to empathise with people's life experiences.
- Car owner with a full clean driving license.

Terms of Appointment

- Fixed Term Contract until 31.12.2023. Probationary period of 6 months applies.
- Hours of Work: 35 hours per week, with flexibility to carry out duties in evenings and at weekends where necessary.
- Salary: €37,425
- Travel and subsistence in accordance with Public Service rates.
- Annual Leave of 25 days per annum.
- Hybrid working arrangements in place. Office base component will be Westmeath Community Development offices, Athlone (for Athlone post) & Mullingar offices (for Mullingar post).
- Reporting directly to the Services to the Unemployed Co-Ordinator.

