

COMMUNITY LINK WORKER

Full job specification and guidance on competencies

COMMUNITY LINK WORKER

JOB DESCRIPTION

(FULL-TIME FIXED TERM CONTRACT)

REPORTING TO:	Community Development Team Leader, the CEO and MID Board.
EMPLOYMENT TERMS:	Full-time fixed term contract 18 month duration from start date
HOURS OF WORK:	Normally 35 hours per week Mon – Fri with flexibility in relation to working times. There may be weekend and evening work involved and this can be agreed with MID.
TRAVEL:	The post will involve travel within Counties Monaghan and Cavan. Travel and expenses will be paid in accordance with appropriate Civil Service rates.
PLACE OF WORK:	Monaghan Integrated Development Castleblayney office (base) and office locations in Clones and Cavan Town as the needs of the role require.
SALARY:	€41,883 per annum
ROLE:	COMMUNITY LINK WORKER to deliver actions that support local communities in Cavan town and Clones to assess and deal with ongoing changes in the community

DUTIES & RESPONSIBILITIES:

- Work with and within local communities in Clones and Cavan Town to help them respond to changing dynamics within these communities due to population changes
- Facilitate a collaborative approach and develop a coordinated response with the community and other stakeholders to develop a clear annual plan to address integration including:
 - mapping out needs, services and associated resources of the targeted area with a view to identifying:
 - required supports and
 - structures needed to address any weaknesses
 - strengthening the capacity of the local community to engage meaningfully with migrant integration efforts.
- Support the development of a Community Forum in Clones to help give the community a structure to enable it present a united voice for additional resources and/or address structural deficits for the community as a result of shifting population profiles.
- Support the Community in Cavan town to help it identify its need for additional supports/resources as a result of shifting population profiles.



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 your CV and an accompanying supporting statement (max 500 words). This should explain why you have applied for this position and outline any knowledge / expertise / attributes which you have that you consider pertinent to this position. A panel may be formed for the purposes of future recruitment requirements.

PERSON SPECIFICATION

Professional Qualifications and Experience (E) = Essential, (D) = Desirable

- Access to car and full clean driving licence (E)
- 3rd level qualification related to Community Development or other relevant field (note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications) (E)
- Mediation skills (D)
- A second language (D)
- Experience of designing, facilitating and planning events (D)

Other requirements

- Good interpersonal skills, including an ability to;
 - liaise with a wide range of professionals on an interagency basis; and
 - build and maintain effective working relationships with staff in these agencies/organisations to deliver positive outcomes for communities
- Ability to be proactive, use own initiative and work effectively.
- Positive and flexible approach to the work.
- Empathetic attitude / approachable.
- Excellent standards of accuracy and attention to detail.
- Excellent written communications skills, including ability to draft summary information and correspondence.
- Excellent IT skills, including Word processing, Excel, Presentation and Social Media.
- Commitment to work within the values, policies and procedures of MID.
- To act consistently in a professional manner at all times.
- To participate in regular supervision with the line manager.
- Flexibility in relation to hours of work to meet the needs of the role. Unsocial hours (evening work) will be required from time to time.
- Consent to be Garda Vetted (if required): The work may involve contact with children/vulnerable people depending on who is engaged, so the successful candidate may be subject to mandatory Garda Vetting.

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
- 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** if they are shortlisted for interview.



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
- Remains motivated whilst working alone
- 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
- Has good language skills.

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

