

## **PERSON SPECIFICATION FOR THE POST OF:**

### **Ukrainian Refugee Support Worker**

#### **Purpose of the Post**

The Ukrainian Refugee Support Worker will be employed by NTDC under funding from Tipperary County Council. The successful candidate will act as a support person for Ukrainian refugees in the North Tipperary area. They will co-ordinate day to day activities and organize support and advice systems, provide advice and guidance and accompany refugees for translation purposes as required. They will work as part of the NTDC team to support clients into our complimentary services, training and capacity building and refer clients to other relevant agencies as necessary. Fluency in Ukrainian and English is essential for this post.

#### **Principal Duties and Responsibilities**

- Engaging in outreach community development work with Ukrainian Refugees in North Tipperary.
- Identifying the needs of the target group and engaging and supporting refugees to avail of supports and training available through NTDC and other programmes/agencies as required
- Building links between target groups/communities and relevant agencies
- Recording individuals and completing the required paperwork and consent for monitoring purposes
- Work as part of the team within NTDC.
- Prepare reports on programme activities and actions as requested by the Board and Senior Management.

The above duties and responsibilities are not intended to be a complete list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

#### **Experience, Skills and Abilities**

- Fluency in Ukrainian and English is essential for this post.
- Access to own transport.
- Experience officiating and engaging with individuals and groups with a strong commitment to community development principles and practice
- Compassion and the ability to empathise with people's life experiences
- Relevant technology skills to deliver the requirements of the role
- Excellent communication, interpersonal and team building skills
- Ability to develop positive working relationships with a range of groups and agencies
- Ability to work on own initiative and as part of a team.



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- Proven ability to manage own time, set priorities, plan and organize work to meet timelines and targets

### **Relevant Training or Qualifications**

Ideally the person will have a third level or professional qualification in Community Development, Development Education or a Social Science discipline. However, it is more important that the person is a self-starter, can work independently, is motivated to work with the refugee community, has experience officiating and engaging with individuals and groups or has worked with other nationalities and who understands the impact of cultural differences and life experiences.

### **Location of Work**

The Support Worker will be based in Nenagh Head Offices of NTDC with outreach supports in Thurles, Templemore and other locations as required.

### **Reporting**

The Worker will report to the Manager on a day to day basis and ultimately to the CEO & Board of NTDC.

### **Contract Duration**

An initial 12-month contract will be offered which may be extended depending on funding and need. The position is for 37 hours per week and salary is at Pt 1 on our SICAP scale €32,182.

Flexibility will be required, and the successful applicant will from time to time be required to work additional time or time outside of normal working hours. This time can be taken against time off in lieu of hours worked. The successful candidate is required to serve a probationary period. Short-listing of candidates may apply. A panel may be formed from which future positions may be filled.

### **Application Process**

Applications will only be accepted on the attached Application Form.

CVs and cover letters will not be accepted.

Please email applications with the subject title Ukrainian Worker position to [mgordon@ntdc.ie](mailto:mgordon@ntdc.ie) on or before Friday 5<sup>th</sup> August. Shortlisting will apply.

Reference checks apply to this post. NTDC is an equal opportunities employer.