

JOB DESCRIPTION

Since its inception in 2000, the mission of Business in the Community Ireland (BITCI) is to harness the power of Irish business to maximise its positive impact on all its stakeholders. It is a non-profit organisation specialising in advice and guidance to leading companies on corporate responsibility and corporate community involvement.

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| Job Title: | Integration Support Worker |
| Job Purpose: | To provide psychosocial support to participants in the EPIC Programme and help them to access the programme. |
| Contract Type: | Specific purpose, full-time – 35 hours per week |
| Reporting to: | Employment Programmes Manager |
| Number of Direct Reports: | None |
| Job Location: | Dublin 7 / Hybrid |
| Travel/ Driving License Required: | No |
| Salary: | Band 9 (€31,341 - €39,177) FTE |

Overview

The **purpose of the role** is to provide psychosocial support to participants in the EPIC Programme and help them to access the programme; to co-ordinate EPIC Integration training; to co-ordinate business mentoring programmes; and to oversee the small grants fund and IT equipment loan scheme.

Responsibilities:

- Identify psychosocial needs of vulnerable EPIC programme candidates and participants
- Provide psychosocial support/interventions/referrals to individual participants
- Raise awareness of your role within each new training group through class presentations
- Develop relationships with individual clients whilst being aware of personal and professional boundaries
- Manage caseload and show initiative
- Responsible for organising the Integration training for the EPIC programme
- Evaluate, review and revise Integration training as necessary
- Provide group training on managing stress while job seeking, and other topics as required
- Build and maintain excellent relationships with organisations and individuals who provide Integration training
- Co-ordinate and develop business mentoring/career buddying programmes for Employment Programme participants; build and maintain strong relationships with BITCI member companies involved
- Help participants get ready to attend training; assist with assessments of particularly vulnerable candidates for the EPIC programme
- Liaise with key agencies such as local social service providers and other statutory, community and voluntary organisations.

- Manage Small Grant funds and IT equipment loan scheme
- Co-ordinate the internal Employment Programme work placement scheme (when active)
- Maintain clients records effectively and to produce reports as required and update Integration Support Worker database as necessary
- Furnish reports to the Programme Manager and attend team meetings as required
- Actively participate, in conjunction with your manager, in your own training and development needs and appropriate training and development activities.
- Monitor your own performance; trends analysis / internal controls
- Assist in the development and implementation of strategic plans
- Other tasks as required

PERSON SPECIFICATION

Formal Qualifications

A recognized qualification in Counselling / Psychotherapy / Psychology / Social Work / Social Care **or relevant comparative work experience.**

Essential Experience

- Minimum of two years' experience working with vulnerable individuals, preferably the target group

Essential Skills/ Personal Attributes

- A good understanding of the target group and knowledge of issues and difficulties target group may present
- Knowledge of Relevant statutory and voluntary agencies
- MS Office suite

Knowledge and Skills:

- Good problem-solving, planning, and strategic thinking skills demonstrated in work experience
- Ability to work on one's own initiative, as well as part of a multidisciplinary team
- Ability to work to deadlines and have excellent time management skills
- Ensure resources are used efficiently, effectively, and economically

Personal Skills and Competencies

- Self-Confident individual
- Understanding of client needs
- Ability to Empathize
- Strong teamwork and ability to co-operate positively with colleagues
- Excellent communicator; concern for clarity and quality
- Ability to work on own initiative, meets target outcomes and sets realistic targets for clients

- Established networker, influencer that can negotiate
- Analytical thinker, decision maker, good judgement skills and strong relationship builder.