

### JOB DESCRIPTION

Job Title	Support Worker (6-month Contract June-December 2024)
Post Location	Cork
Details of Service	The Cork Alliance Centre works with people released from prison. The Centre supports people make a 'fresh start', both in terms of reducing offending and restoring their positive connections with their family, friends, community, society and with themselves. Our work seeks to facilitate people to become generally better equipped to manage their lives more positively, as they seek to live a crime free life
Reporting to	The post holder will be responsible to the CEO
Purpose of the Post	<p>The role is to engage in professional support relationships with people to assist in the transition from prison to the community as they move away from offending towards engaging positively in their own life and with family/community. The post holder will work together with our team and relevant organisations and state agencies to provide a person-centred service.</p> <p>With this role, you will have the opportunity to:</p> <ul style="list-style-type: none"> <li>• Make a lasting and lifelong impact on the people you will support through your work.</li> <li>• Join a progressive, dedicated and supportive team.</li> <li>• Utilise best practices in desistance and recovery interventions and supports.</li> <li>• Receive a competitive salary.</li> <li>• Continually learn and develop, including counselling supervision</li> <li>• Work within an inclusive and engaging environment</li> </ul>
Principal Duties and Responsibilities	<ul style="list-style-type: none"> <li>▪ Develop a working relationship with people who use our service prior to and post release from prison.</li> <li>▪ Support the people we work with to move away from offending towards personal recovery.</li> <li>▪ Support and motivate people in the development, ownership, and progression of their personal development plans.</li> <li>▪ Implement and facilitate key working, care planning and case management.</li> <li>▪ Provide the direct delivery of information, advice, and advocacy services.</li> <li>▪ Inform and facilitate people access appropriate support services.</li> <li>▪ Work as a member of the programme team to meet the needs of the people we work with and assist in devising programmes to address specific needs of the people we work with.</li> <li>▪ Develop and maintain appropriate networks and resources to enable the referral of people we work with to mainstream and specialist services.</li> <li>▪ Work collaboratively with all stakeholders, to ensure a continuum of care for the people we work with</li> <li>▪ Keep clear, concise, and comprehensive records of the work undertaken, including writing reports.</li> <li>▪ Maintain and submit statistics and activity data in a timely manner as requested.</li> </ul>



	<ul style="list-style-type: none"> <li>▪ Monitor and evaluate effectiveness and outcomes for individuals/groups.</li> <li>▪ Participation in the development of new initiatives etc.</li> <li>▪ Participate in regular supervision with line manager, attend staff meetings and professional development opportunities, in-service and other relevant training.</li> <li>▪ Participate in regular external team counselling supervision.</li> <li>▪ Participate in the operations of the organisation.</li> <li>▪ Practice in accordance with Cork Alliance Centre policies and standards.</li> <li>▪ Notification of child abuse in accordance with Children First Guidelines.</li> <li>▪ Observe professional ethical standards and behaviours as required by organisation policies and guidelines.</li> </ul>
Skills, competencies, & knowledge	<ul style="list-style-type: none"> <li>▪ Demonstrate a sense of mission in favour of our work and the people we work with, together with knowledge of the needs and challenges people face.</li> <li>▪ Demonstrate a personal awareness and responsibility to self-care to ensure capability to do the work and be a consistent presence for the people we work with.</li> <li>▪ Demonstrate an ability to maintain personal and professional boundaries, and a commitment to continuing professional development and engagement in the supervision process.</li> <li>▪ Demonstrate effective interpersonal and communication skills, and the ability to work effectively and confidently both as part of a team and independently, under supervision.</li> <li>▪ Demonstrate flexibility and an ability to manage deadlines and effectively handle multiple tasks</li> <li>▪ Demonstrate proficiency in MS Word, Excel, Outlook, etc and IT skills in general</li> </ul>
Other requirements specific to the post	<p>Full-driving licence, with access to transport.</p> <p>The role is primarily based in our Cork office, with some travel to prisons nationally (10%) and will only include overnights in exceptional circumstances.</p> <p>Within public health guidelines, working from home may also be required at times.</p> <p>Each employee holds a duty of confidentiality towards both the Cork Alliance Centre as their employer, and the people who access our service.</p> <p>Garda Vetting and Prison security clearance is required for the position.</p> <p>Applications from people with convictions/prison in their past are welcomed.</p>
Salary	€34,976 - €47,540 per annum
Contract	Subject to funding

*Note: The job description is a guide to the general range of duties assigned to the post. It is intended to be neither definitive nor restrictive and is subject to periodic review.*

