



## **Job Description for the post of *Community Development Worker***

### **Description:**

The role of the Community Development Worker role is to work primarily with teen parents' families referred to the Teen Parent Support Project (TPSP). To assist them to identify their needs and support them in having these needs met in accordance with the ethos of Doras Buí.

The Community Worker is expected to undertake the role in a professional manner based on the principles of self-help and solidarity and in ways that accept and respect diversity. The role includes the delivery of information and support, working as part of the programme team.

The Community worker reports directly to the Programme Coordinator.

### **Main Responsibilities and duties of the post include:**

- Flexibility for hours of working, possible evening and weekends.
- Establishing and maintain support/contact with young people who are pregnant or are parenting.
- Assessing the needs of pregnant teenagers and teen parents to design and deliver interventions and supports to meet the individual needs.
- Identify education and employment training needs.
- Supporting individual teen parents to make personal action plans.
- Supporting grandparents.
- Network with the TPSP national coordinator and TPSP projects nationally.
- Advocating with statutory agencies in relation to the needs of the individual teen parents.
- Ensuring supports to teen parents are provided in an effective and efficient manner.
- Maintaining accurate and confidential records.
- Maintaining budgets alongside programme coordinator.
- Completing financial returns, statistics and written reports and submissions as requested.
- Networking and promotion of TPSP programme.
- Seek out other relevant funding opportunities to do with the organisation.
- Providing one to one support based on needs to enhance and empower the wellbeing of the teen parents.



### **Essential Requirements**

- Relevant 3<sup>rd</sup> level qualification.
- A minimum of two years' experience of working in a community development setting.
- Knowledge of relevant policies and issues arising for teen parents.
- Experience of supporting families.
- A working knowledge of TUSLA, Meitheal and Children First.
- A working knowledge of all relevant legislation, for example: Child Protection and Safeguarding.
- Ability to engage and build positive relationship with families and parents.
- Experience of working with groups.
- Experience of planning, implanting and reviewing programmes with young people and/or families.
- Strong, IT and social media skills, proficient in use of Microsoft office and databases e.g. salesforce.
- The ability to maintain a professional approach and always observe confidentiality.
- Exceptional organisation and administration skills and attention to detail.
- Project prioritisation and the ability to remain clam under pressure.
- Ability to engage with a range of statutory and voluntary organisations.
- Full clean drivers' licence and own car.

### **Peron Specification:**

- Excellent interpersonal and communication skills.
- Highly motivation, proactive and flexible.
- Ability to work alone also as a team member.
- Good judgement, honesty and reliable.
- Empathetic and approachable personality.
- Strong leadership skills with a flexible and positive attitude towards work.

The salary for this post is €32,000 - €34,510, depending on experience. 35 hours working week, annual leave 25 working days. Garda clearance is necessary for this post.

Please contact Adele O'Connor, Programme Coordinator with a written application including your CV and cover letter before 5 p.m. 14<sup>th</sup> April 2022. Email [adele.oconnor@dorasbui.ie](mailto:adele.oconnor@dorasbui.ie) or post to: Adele O'Connor, Doras Buí, Bunratty Avenue, Coolock, Dublin 17.