



## Job Description

<b>Job Title:</b>	Full Time Youth Worker
<b>Reference No:</b>	FRGJOB_500
<b>Location:</b>	West View Project, Probation Day Centre, Cork City
<b>Type of contract:</b>	On-going contract
<b>No of hours:</b>	35 hours per week minimum
<b>Annual leave:</b>	29 days per year
<b>Responsible to:</b>	West View Project Coordinator & Assistant Manager in Cork

## About Foróige

Foróige is an independent, non-profit national voluntary youth organisation engaged in out-of-school youth development and education. The organisation aims to enable young people to involve themselves consciously and actively in their own development and the development of society.

Foróige employs over 400 staff and involves thousands of volunteers in the creation and delivery of high quality services to young people through the operation of over 600 Foróige Clubs and over 140 General Youth Services and Special Projects. These community-based and community-supported initiatives are run throughout the country, in rural and urban environments, and generally in partnership with various voluntary and statutory agencies.

The organisation is a registered charity and is supported by a combination of statutory, philanthropic and corporate funding. . Foróige is an equal opportunity employer and is committed to a policy of Equality of Opportunity in its employment practices.

## **Project information**

Foróige in partnership with Young Persons Probation Service is currently recruiting a Full Time Youth Officer for the Westview Project. The project provides services that meet with the Day Care Centre Order requirements of the Children's Act 2001.

The Youth Officer will work as part of the Foróige team in Cork reporting to the West View Coordinator and an Assistant Manager in Cork. The West View Team in conjunction with Young Persons Probation develop and implement appropriate interventions for young people which reduce offending behaviour, facilitate stability, and promote progression. Engaging identified young people who have offended or are at risk of further offending in a process of learning and development that will enable them to examine their own actions and promote positive lifestyle choices that will protect them from involvement in criminal, harmful or socially unacceptable behaviours.

A provision of programmes catering for the young people under the age of 23 years who are under court order and who are of moderate to high risk of reoffending. The programmes and activities will meet the requirement of a Day Care Centre Order under Section 118 of the Children Act 2001 (as amended).

The selected activities / programmes would be part of an individual case plan designed to address the offending behaviour. At their core, the programmes will challenge offending behaviours, enhance social skills development and equip the young people in utilising their time in a positive and productive fashion. All of the work is carried out within the ethos of the Young Persons Probation and Foróige.

## **Key Responsibilities**

The duties of the Youth Officer shall be notified by the Organisation's National Council and/or its Chief Executive or nominee. These duties will include:

- (i) Act as a positive role model and maintain an appropriate, safe atmosphere within the service.
- (ii) Engage young people and build their motivation, support them in setting and achieving goals.
- (iii) Identify and develop progression routes in conjunction with the young person and their Probation Officer.
- (iv) Organise activities and supervise young people inside and outside the centre.
- (v) Collaborate with Probation Officers in the design and deliverance of agreed interventions.
- (vi) Participate in team meetings

- (vii) Liaise with families and other relevant agencies/services as required.
- (viii) Completing accurately and submitting on time any standard clerical procedures, administrative tasks, reports, annual plan and other written reports as required for Management and Funders.
- (ix) Assist in the review and evaluations of the programmes ensuring outcomes have been met.
- (x) Partake in line supervision and relevant training.
- (xi) Fulfil any other duties and responsibilities required to ensure the smooth running of the services
- (xii) Any such other relevant duties as the National Council and/or the Chief Executive or the nominee of the Chief Executive shall deem necessary for the effective implementation of Foróige's policy and programmes and the Programmes of the West View Project.

### **Professional Qualifications and Experience**

Education to Degree standard in Youth Work / Social Work or other relevant discipline (note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications)

A minimum of 3 year's professional experience of working face-to-face with at risk youth (12-23 year olds) in a youth justice setting. (exclusive of student placement experiences )

Be able to design, deliver and evaluate appropriate individualised interventions plans that address the challenging behaviour of the young people.

Be able to work as part of a multidisciplinary team.

Have high level report writing skills.

Be available to deliver service Monday to Saturday including late evenings.

Proven track record to motivate, engage and influence effectively

Strong communicator and team player

Ability to work on own initiative

Flexible approach to work

IT skills

Access to a Car and Full Driving License

## **Person Specification**

Good interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships.

Excellent standards of accuracy and attention to detail with reporting and case notes.

Ability to be proactive, non-judgmental, approachable, use own initiative and work effectively within a pressurised environment.

Positive and flexible approach to team working

Good written communications skills, including ability to draft summary information and correspondence.

Good computer skills, including Word processing, MS Access, Excel, Internet and PowerPoint.

## **Requirements of all Foróige staff**

Commitment to the purpose of Foróige and to work within the values, policies and procedures of the organisation.

To act consistently in a professional manner at all times.

To participate in regular supervision with your line manager.

Flexibility in relation to hours of work to meet the needs of the work. Work during unsocial hours may be required.

Identify training needs with your line manager and participate in training opportunities appropriate to the role.

To undertake other duties as may be requested by the Chief Executive Officer of Foróige or their nominee from time to time.

## **Additional Considerations for the Role**

**Medical:** The successful candidate will be required to complete a medical questionnaire / pre-employment medical examination.

**Garda vetting:** As our work involves contact with young people, candidates under consideration for employment in Foróige will be subject to Garda vetting.

**References:** The successful candidate will undergo 2 reference checks before commencing employment with Foróige.

**Funding:** It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated.

**Hours of work:** The position will require flexibility in relation to working hours. It is expected that the Youth Officer will work late evenings/ nights per week (up to 11pm) and some weekend work.

**Annual Leave:** The Project Worker will be entitled to 29 days annual leave (pro rata) per year plus public holidays. The needs of the job must be considered when applying to take this leave.

**Salary:** The salary for this position will be in the range of €34,587 - €38,908 pro rata per annum

**Base:** The employment base will be the West View Project, 13 Watercourse Road, Blackpool, Cork City

**Travel:** This post will involve domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates.

**Applications:** Applications should be made by way of the Foróige job application form only by email to [recruitment@foroige.ie](mailto:recruitment@foroige.ie). The job application form is available to download from the 'careers' section of our website [www.foroige.ie](http://www.foroige.ie).

*Note: A panel may be formed from which future positions funded from a variety of sources may be filled*

