



Community Service Programme 2019

Position Details:

Job Title:	Centre Assistant
Work Placement:	NEWKD Regional Office, 20 Upper William Street, Listowel, Co Kerry
Hours of work:	19.5 hours per week. <i>(Including Evenings and weekends)</i>

Main Duties:

- Prepare, assist and supervise the young people/groups in their activities
- Set up and provide necessary materials that are needed for each session
- Manage room bookings, cancelations and weekly usage schedules
- Listen to, encourage and help to stimulate young people's interests
- Ensure the safety of the young people, workers and visitors at all times
- Assist in the preparation of daily routines and forward planning for group activities
- Help maintain the health and safety of the premises.
- Support and take part in special projects, outings, visits and events
- Assist in other areas of centre as required

Requirements of position

- Qualifications preferable but not essential in the area of community or youth work
- For this position garda vetting must be successfully completed
- To assist NEWKD in achieving its aims and objectives
- Promoting a positive profile of NEWKD and its work
- Commitment to the purpose of the NEWKD Regional Centre Listowel and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations.
- To participate in regular supervision with your supervisor and annual appraisals.
- To actively participate in service reviews and evaluations and to contribute to the development of policy and practice of the Centre
- To Show flexibility in relation to hours of attendance to meeting the needs of the work.
- To work as part of a team and have a flexible approach to the work in response to organisational change, development and review of best practice.

- Identify training needs through your supervision and appraisals and participate in training opportunities appropriate to the role.
- Attend all staff meetings and other relevant meetings and training/ courses as directed by Supervisor
- Keep strictly confidential any personal information regarding all service users, their families and / or other circumstances that the worker learns as part of their day-to-day job. In the interest of the safety, the worker must inform the Supervisor of any relevant information regarding a service user attending the centre
- Advise the project Supervisor of all matters requiring his/her attention.
- Carry out other relevant duties and responsibilities as requested by the centre Supervisor
- Adhere to all policies and procedures of NEWKD including Child Protection, Health & Safety and Confidentiality.
- To undertake your work in a manner that is friendly, flexible and professional. Be able to work as a member of a team and on own initiative

Employment Eligibility Criteria

- Person in receipt of Jobseeker's Benefit (JB), Jobseeker's Assistance (JA), One Parent Family payment (OPF) or the Jobseeker Transitional Payment
- Persons in receipt of Disability Allowance (DA), Invalidity Pension, Blind Persons Pension or other disability benefit.
- Travellers in receipt of Jobseeker's Benefit or Jobseeker's Assistance or One Parent Family payment.
- Stabilised and recovering drug misusers.
- Ex-prisoners
- People employed from Tús, Gateway, Community Employment (CE) and Job Initiatives (JI) schemes are deemed eligible. Former RSS workers who were previously CE participants are also eligible.



**An Roinn Forbartha
Tuaithe agus Pobail**
Department of Rural and
Community Development

