

Regional Community Worker

**Full - Time
Permanent**

**65 Bushy Park Road,
Rathgar, Dublin 6**



JOB DESCRIPTION

Job Title: Regional Community Worker

Reporting to: Services Manager

Location: 65 Bushy Park Road, Rathgar, Dublin 6

Contract: Full-Time Permanent

MS Ireland Vision

MS Ireland has a vision of Irish society where all people affected by MS live positive and active lives in the community

Aims

The principal objectives for which MS Ireland exists are:

- To facilitate people with MS to control their lives and environment, to live with dignity and participate in the community
- To provide support for the families and carers of people with MS
- To co-operate with the medical, scientific, social and caring professions to promote scientific research into the cause of, cure for and management of MS, and the alleviation of medical and social symptoms
- To exchange and disseminate information relating to MS
- To provide an identifiable focal point by developing an efficient, effective and caring organisation to serve the needs of PaMS

Function

To respond to contacts made by People with MS (PwMS) and their families. Provide support and information to enable and empower PwMS to manage their condition so as to have the best quality of life possible.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform that may be required either now or in the future.

MS Ireland is an Equal Opportunities Employer

Duties and Responsibilities

Support Work

- To respond to contact made by PwMS and their families
- To complete assessment to include benefit assessment, goal setting, planned development personal advocacy referral to appropriate agencies
- To liaise with relevant statutory and voluntary bodies based on identified needs
- To respond to referrals and /or information requests from local allied health care professionals and/or other agencies
- To maintain appropriate records on Sales Force regarding casework ensuring that these are kept confidential and up-dated at all times
- The model of intervention is Solution Focused, short term and will prioritise those newly diagnosed

General

- To carry out relevant administration at regional office level to include maintenance of case notes and record keeping to ensure that all information is accurate and up to-date inputting into Salesforce monthly
- To contribute to the achievement of the organisational strategic goals, to work collaboratively with all departments of the organisation, e.g. Advocacy, Communications, Fundraising, Corporate Services, Finances etc.
- To co-operate in the management of Regional Budgets and take corrective action where necessary
- To attend team meetings to plan and coordinate activities in line with the strategic goals and plan of MS Ireland
- To participate in 1:1 supervision with line manager
- To participate in MS Ireland's performance management process
- Represent MS Ireland at HSE and other relevant external meetings as directed
- To abide by the health and safety regulations of MS Ireland and statutory regulations and abide by standard operating procedures relating to the Regional Office's activities (e.g. fire procedures, safety of staff etc) in order to ensure that the well-being of all staff and service users is maintained
- To work within the policies of MS Ireland in order to ensure that a consistent delivery of service and quality standards are adhered to
- To carry out duties as may reasonably be requested by the Line Manager to ensure a comprehensive, consistent and high-quality service to PwMS at all times

Experience

Qualifications and Experience

- A relevant third level qualification in Psychology, Social Work, Social Care, Educator, Community Development
- A broad understanding of disability issues
- The ability to work as part of a team and on their own initiative
- Excellent interpersonal skills
- The ideal candidate will have practical experience in the provision of care, support and advocacy to people with a neurological and/or physical condition
- Their own car with a full, clean driving

Skills

- Excellent communication and interpersonal skills essential
- Proficiency in the Microsoft suite of packages
- Ability to treat people with dignity and facilitate independence essential
- Ability to work as a full team member

Application details

To apply for the position please send the following documents by email to: recruitment@MS-Society.ie

- Cover letter, outlining your experience and suitability (by way of specific examples) for the post and your reason for applying
- Full CV and contact information
- Please ensure the Job Title is referenced in the subject of the email

Closing Date: Friday 28th May 2021

Please note, the assistance of Recruitment Agencies is not required at this time