



**Job Title:** Regional Community Worker

**Office Location:** Kilkenny

**Region:** South East

**Contract:** Full-Time Permanent (28 hours pw)

**Reports to:** Services Manager

## Responsibilities

### Support Work

- To respond to contacts made by PwMS and their families.
- To complete an assessment of need to include, goal setting, planned Development, personal advocacy, and referral to appropriate agencies.
- To consult 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 (MS Ireland's CRM) regarding casework and ensuring that these are confidential and updated at all times.
- The model of intervention is Solution Focused, and will prioritise those newly diagnosed.

## **Community Development**

- To ensure that programmes, identified by MS Ireland, are available within existing resources in the Region e.g., Getting the Balance Right, Self-Management, Newly diagnosed etc.
- To link and develop appropriate working relationship with the HSE but specifically with the Primary Care Structures and make appropriate referrals.
- To identify and apply for additional sources of funding and/or resources, e.g., Lottery, community grants, etc. to fund the provision of identified programmes.
- To collaborate closely with the Regional Team and local Branches to ensure that effective communication is maintained between local Branches and the regional office.
- To plan regional Integrated meetings with the Regional Team and local Branch network
- To plan public awareness/World MS Day seminars and others according to the local resources/ environment /needs.

## **General**

- To conduct relevant administration at regional office level to include maintenance of case notes and record keeping ensuring that all information is accurate and up to-date inputting into Salesforce monthly.
- To contribute, with the Regional Team, to the achievement of the organisational strategic goals, to work collaboratively with all departments of the organisation, e.g., Advocacy & Research, Fundraising, Human Resources, Finance etc.
- To co-operate with the Regional Team 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 manager
- 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).
- To work within the policies of MS Ireland in order to ensure that consistent delivery of service and quality standards are adhered to.

- To perform duties as requested by the Services 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 people 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
- Full clean driving licence.

### Skills

- Excellent communication and people 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

### Benefits

- Attractive Salary commensurate with experience.
- Hybrid Working
- Pension
- 25 days annual leave.
- Career Pathway Assistance
- Employee Assistance Programme
- Bike to Work Scheme.

**Application details:**

If you are eligible to work in Ireland, value an exciting, varied working environment and meet the above requirements, please send your CV to [recruitment@ms-society.ie](mailto:recruitment@ms-society.ie) before 15 July 2022.

**About MS Ireland**

Founded in 1961, MS Ireland is the national organization providing information, vital services and support to people living with Multiple Sclerosis. Our services include, Regional Community Worker programmes, physiotherapy, symptom management courses, newly diagnosed sessions, and the MS Information Line. We also provide a state-of-the-art respite center for people living with MS in Rathgar Dublin 8.

**MS Ireland Vision**

MS Ireland has a vision of Irish society where all people living by MS can continue to have positive and active lives in the community.

**Aims**

Our principal objectives 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 PwMS.