



# **Cavan County Council Comhairle Contae an Chabháin**

## **Candidate Information Booklet**

### **Local Authority Integration Support Worker (Grade VI)**

**Closing Time and Date: 5.00 pm Friday 6<sup>th</sup> October**

Cavan County Council is committed to a policy of equal opportunity.

**The Competition**

The purpose of this recruitment campaign is to form a panel for the post of Local Authority Integration Support Worker for Cavan County Council from which permanent and/or temporary contract posts may be filled.

**Cavan County Council**

Cavan County Council leads and collaborates with all to drive and shape a better future for our County and it is a progressive, dynamic and innovative local authority in Ireland.

Cavan County Council employs over 500 employees across service divisions including housing and building, roads, transport and safety, water supply and sewerage, development management, environmental protection, recreation and amenity, agriculture and education and miscellaneous services.

A dynamic and ever evolving place to work with a stimulating and challenging work environment, Cavan County Council offers excellent career opportunities in a wide range of administrative, professional, creative, technical, and general services roles. Supported by continuous learning and development, a highly skilled workforce is central to delivering these objectives. In the heart of the scenic lakelands, Cavan is located less than two hours' drive from Dublin, Belfast, and Galway and boasts an unrivalled quality of life.

**Purpose of the Role**

The primary role of the Local Authority Integration Teams (LAITs) is to provide ongoing integration supports to International Protection (IP) applicants, Programme Refugees and Beneficiaries of Temporary Accommodation (BOTP) to enable them to live independently in the community.

This will involve linking these cohorts with local service providers appropriate to their needs. The LAITs will also act as the direct point of contact, providing information, guidance and advice, answering queries as they arise and ensuring that they are in receipt of applicable benefits and entitlements. The Integration Support worker (ISW) will support the Integration Support Coordinator in the delivery of services including support in

accessing employment and developing English language proficiency, childcare, healthcare services and linkages to sporting and other local/community activities.

The LAITs will engage with the Irish Refugee Protection Programme during the period of resettlement. Grant agreements, put in place to support this process through integration projects, will set out the relationship including a referral process to provide integration supports to programme refugees.

The LAITs are not intended to replace mainstream service provision but to support IP applicants, Programme Refugees and BOTP in accessing mainstream services.

### **Role, Duties and Responsibilities**

The ISW will perform such duties as may be assigned from time to time which will involve the facilitation, implementation and promotion of the policies and objectives of the particular City/County Council for the advancement of the LAITs.

The ISW worker will report to the Integration Support Coordinator or any other officer as designated by the Chief Executive.

Key responsibilities include but are not limited to:

- Promoting the social inclusion of IP applicants, Programme Refugees and BOTP into local communities through effective use of community development principles and practices and local integration supports;
- Hosting clinics in local areas and using community development principles to support those in attendance;
- Collaborating and working with teams in the International Protection Accommodation Service (IPAS) including the customer service, the resident welfare and the people with status teams;
- Acting as lead on IRPP integration projects, supported by grant agreements, put in place to support the integration of programme refugees;
- To support the Integration Support Coordinator to ensure work programmes are implemented to deliver on the Council's operational plan;
- Support with accessing English language classes / courses;

- Support with accessing employment activation / volunteering;
- Support with accessing education and / or training, capacity building courses and apprenticeships;
- Linking with other public services including legal, childcare, healthcare, and dental and optical services;
- Providing guidance through application processes for income supports, medical cards, child supports, and any other applicable entitlements;
- Support with accessing local groups and activities e.g. sporting, music;
  
- Supporting IP applicants to transition out of the system once they have received a decision from the Department of Justice including guidance on accessing mainstream and NGO supports;
- Making appropriate provisions for vulnerable persons, including working with mainstream service providers to facilitate access to additional services if required;
- Assisting in addressing any issues / concerns / grievances / complaints that arise in interactions with public services;
- To develop and maintain productive working relationships;
- To compile, prepare and present reports, presentations and respond to correspondence as necessary;
- To represent the office on committees or at meetings and give progress reports as required;
- To provide support and assistance in the delivery of projects as required;
  
- To assist the handling day to day issues, ensuring compliance with all council policies and procedures;
- To deputise for the line manager or equivalent as required;
- To undertake any other duties of a similar level and responsibility, as may be required, or assigned, from time to time;
- Preparing interim and annual reports, including data on budgets and expenditure as required.

## **Reporting**

- Ensure compliance with all required local authority financial, management and governance reporting requirements;
- Collect, maintain and update relevant data;
- Work with project partners to ensure that they are aware of and fulfil their reporting requirements.

## **Governance**

Ensure the LAITs conforms to all policies and procedures of the Local Authority and in line with the Governance Framework.

## **Qualifications For the Post**

### **1. Character:**

Candidates shall be of good character.

### **2. Health:**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### **3. Education, Training Experience etc:**

Each candidate must, on the latest date for receipt of completed application forms:-

- a) Have at least 3 years' experience working in a similar type role with diverse groups in a community development setting;
- b) Possess a good working knowledge of the mainstream model of integration and the policies which govern Ireland's International Protection system, Irish Refugee Protection programme and Temporary Protection programme;
- c) Have experience of providing individual support and outreach;
- d) Have experience of working with other external agencies and organisations

including both voluntary and public sector;

- e) Possess a good working knowledge of the youth sector and the ability to connect International Protection (IP) applicants, Programme Refugees and Beneficiaries of Temporary Protection (BOTP) aged 15-24 years with the appropriate support services;
- f) Have a strong understanding of the concept of cultural diversity and the ability to adapt working approach to embrace many different nationalities and cultures;
- g) Have a thorough knowledge of the principles and processes of community development with expertise in a broad range of development models, particularly those appropriate to minority ethnic groups;
- h) Hold a clean, current Class B Driving Licence and have access to his/her own car;
- i) Have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

### **Garda Vetting/Child Protection**

The successful candidate will be subject to the Garda Vetting Procedures.

### **Probation**

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

### **Salary**

Remuneration will be at the Senior Staff Officer Scale of the national wage scales. The present minimum scale is €52,557 increasing to €64,209 per annum (including LSIs) with annual increments subject to satisfactory performance via PMDS. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

### **Annual Leave**

The annual leave entitlement for this post will be 30 days per annum.

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

**Working Hours**

The post will be based on a 35 hour week, but due to the nature of the role, the holder is expected to be flexible about evening and weekend work for which overtime will not be paid but time-off-in-lieu will be available. The Council reserves the right to alter the hours of work from time to time.

**Driver's Licence**

The holder of the post shall hold a full driving licence for Class B vehicles free from endorsement/disqualification.

**Pension:**

The Local Government Superannuation Scheme applies.

**Acceptance of Offer of Employment**

Cavan County Council shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, Cavan County Council shall not appoint them.

**Communications:**

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing: [jobs@cavancoco.ie](mailto:jobs@cavancoco.ie)

The onus is also on each applicant to ensure that she/he is in receipt of all communication from the Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

### **Stage 1: Closing Date for Submission of Application Form**

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to [jobs@cavancoco.ie](mailto:jobs@cavancoco.ie) no later than **5pm on Friday 6<sup>th</sup> October 2023**
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

### **Stage 2: Shortlisting**

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

### **Stage 3: Final Interview**

Interviews will be conducted by an Interview Board set up by Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.



**Competency Framework & Requirements**

A Requirement and Competency Framework has been developed for the position of Local Authority Integration Support Worker. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings:

<b>Knowledge, Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the structure and functions of local government.</li> <li>• Knowledge of current local government issues, priorities, concerns and future direction.</li> <li>• Understanding of the role of a Local Authority Integration Support Worker.</li> <li>• Relevant administrative experience at a sufficiently high level.</li> <li>• Experience of managing and supervising staff, including managing performance.</li> <li>• Experience of compiling, preparing and presenting reports, presentations, correspondence etc.</li> <li>• Effective financial and resource management skills.</li> <li>• Knowledge and experience of operating ICT systems.</li> </ul>
<b>Competencies:</b>	
<b>Management and Change</b>	<ul style="list-style-type: none"> <li>• Be effective in translating corporate mission and objectives into operational plans and outputs.</li> <li>• Develop and maintain positive, productive and beneficial working relationships.</li> <li>• Effectively manage the introduction of change and demonstrate flexibility and openness to change.</li> </ul>
<b>Delivering Results and Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Contribute to the development of operational plans and lead the development of team plans.</li> <li>• Plan and prioritise work and resources effectively.</li> <li>• Establish high quality service and customer care standards.</li> <li>• Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Have effective verbal and written communication skills.</li> </ul>
<b>Leading and Motivating and Managing Performance</b>	<ul style="list-style-type: none"> <li>• Lead, motivate and engage employees to achieve quality results and to deliver on operational plans.</li> <li>• Effectively manage performance.</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Take initiative and seek opportunities to exceed goals.</li> <li>• Manage time and workload effectively.</li> <li>• Maintain a positive, constructive and enthusiastic attitude to their role.</li> </ul>

### **ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS**

An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.

Information provided by a candidate in their application form will be used for the purpose of the Local Authority Integration Support Worker Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.

### **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide

them with information, however all necessary precautions will be taken to ensure the security of your data.

**Note - Canvassing:**

**Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.**

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.