



**REGIONAL OUTREACH OFFICER
CANDIDATE INFORMATION BOOKLET
SEPTEMBER 2017**

1. The Organisation & it's services

Right of Place Second Chance is a vision and values driven organisation whose stated aim is to address inequalities, poverty and social exclusion suffered by a majority of Survivors of Institutional abuse in Ireland.

We provide vital services to survivors of institutional abuse as well as advocating at a national level in order to improve the quality of life of survivors across Ireland. We do this by providing 10 Key Services, namely;

(1) Open access / drop-in services. *(These services are based in Waterford, Cork and Limerick)*

(2) Information on entitlements and advocacy (national). *(We provide support to survivors and their families through phone, email & Post)*

(3) Outreach and home visit service (national). *(This service is vital to ensuring that isolated individuals receive important supports)*

(4) Training and education (national). *(We provide courses and support engagement with mainstream services)*

(5) Key working services (national). *(For clients with complex needs, such as health and mental health issues, substance use, homelessness, family issues, legal and financial issues)*

(6) Social events and outings (national). *(This is an important service for our members, especially for those who feel isolated or excluded.)*

(7) Resettlement supports. *(This service is for survivors in the United Kingdom who wish to return to Ireland, and have limited or no family supports.)*

(8) Transitional Housing. *(This housing service has 10 apartments in Cork and supports Irish survivors returning from the United Kingdom.)*

(9) National advocacy and policy. *(We seek to have the survivor voice heard through consultation and supported representation.)*

(10) Research. *(We undertake and engage in national research, which extends the knowledge and evidence base to our work.)*

2. The Position

1.	Job Title	Regional Outreach Officer
2.	Closing Date	Wednesday 11 th of October 2016 at 16.30pm
3.	Working Week	Our Limerick opening times are Monday to Wednesday 9.30am – 4.30pm. There may be additional hours, when requested by management.
4.	Reports to	Director of Services
5.	Summary Description of Post	The Regional Outreach Officer will help Survivors and their families navigate mainstream services, offer support and advise and create a care plan with each Survivor to identify needs and achieve the best outcomes. This involves visitation to Survivors homes through appointment and in our offices. This must be done within the framework of Right of Place Second Chance aims, values and policies and procedures
6.	Driving License	As travelling is an important part of the role, the successful candidate must hold a valid driving license
7.	Essential Criteria	<ul style="list-style-type: none"> ▪ A good academic background ▪ Experience in carrying out assessments of needs and obtaining information from clients in a non-intrusive and supportive way ▪ Ability to forge positive relationships with a range of people and organisations ▪ Sound knowledge and understanding of social disadvantage, social services and citizens’ rights, and the operation of adult education, health, housing and social services ▪ Excellent verbal and written communication skills and ability to write to clear and concise case notes ▪ Ability to make sound judgements ▪ Ability to be self -servicing in terms of word processing, case management, data entry and report preparation. ▪ Must demonstrate an ability to work on your own initiative ▪ The successful candidate must have a proven track record in the development of services, their positive execution and a positive attitude. ▪ Ability to work in challenging environments and with a large volume of clients
8.	Desirable Criteria	<ul style="list-style-type: none"> ▪ A 3rd level degree in a relevant field ▪ Experience of working with survivors of abuse or groups that have experienced trauma will be a distinct advantage ▪ Ability to work under pressure and to tight deadline

9.	<i>Duties</i>	<p><i>Ensuring Survivors experience advancement and improvement in their lives</i></p> <ul style="list-style-type: none"> ● Uphold Right of Place Second Chance vision, aims and values when dealing with Survivors of Institutional Abuse ● Carrying out home visitation and meeting Survivors and their families face to face ● Making referrals to professional and/or mainstream services once needs are identified ● Prepare and present cases to organisations that can have an influence on Survivors lives ● Working collaboratively with other members of our team and with statutory agencies ● Work with clients to prepare individualised needs assessment and update this regularly ● Make recommendations to the Director of Services on specialised services to be provided and highlight any needs identified <p><i>Using Right of Place Second Chance case management process to report on Service users</i></p> <ul style="list-style-type: none"> ● Keep up to date records of all dealings with service users within Right of Place Second Chance procedures ● Manage needs analysis, supports offered effectively having regard for the individual and organisational requirements ● Follow all Right of Place Second Chance manuals, standards and process and procedures ● Work with the Director of Services to identify improvements to the service and improvement to the Case Management process <p><i>Contribute to organisational development</i></p> <ul style="list-style-type: none"> ● Maintain correct and appropriate statistical information so that these can be reported to outside bodies and funding partners ● Prepare monthly reports for our Director of Services ● Prepare quarterly reports on activities for our funding partners ● Develop and maintain good working relationships with housing, health, welfare, education and other agencies existing in the locality that can improve Survivors lives ● Promote the activities of Right of Place Second Chance regionally
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		<ul style="list-style-type: none"> • Keep up to date with internal developments, social policy and other relevant issues <p><i>Participating in the organisation</i></p> <ul style="list-style-type: none"> • Be mindful that the services are driven by Survivors and all requests for support are reported to the Director of Services to see if they are viable • Work with other team members • Contribute and attend all staff meetings both regionally and nationally • Undertake any other duties that may be assigned, in keeping with the role, by the Director of Services from time to time. • Ensure Survivors remain at the centre of everything that we do
10.	<i>Salary</i>	The Role is Part Time. Starting Salary for the role is €15,600 per annum.
11.	<i>Interview</i>	You will be asked to attend an interview if your information is approved. Right of Place Second Chance may hold a second interview depending on the number of applicants and other factors as deemed by the Interview panel.

3. Conditions

Contract Arrangements

This position will be offered on a fixed term contract of 6 months.

Salary

The Salary for this post is identified on page 5 of this booklet.

Payment will be made weekly in arrears by Electronic Fund Transfer (EFT) into a bank account of the staff members choice. Payment cannot be made until a bank account number and bank sort code has been supplied to Right of Place Second Chance. Statutory deductions from salary will be made as appropriate.

A staff member appointed to the post of Regional Outreach Officer will agree that any overpayment of salary or of travel and subsistence may be deducted from future salary payments due in accordance with the Payment of Wages Act 1991. In accordance with that Act, ROP/SC will advise the staff member in writing of the amount and details of such overpayment and give at least one week's notice of the deduction to take place and will deduct the overpayment, at an amount that is fair and reasonable having regard to all the circumstances, within six months of such notice in accordance with the Act.

Location

The Office is based in Limerick City Centre, however you will be required to travel and be reimbursed for said travel, in line with agreed travel and subsistence payments, to areas of the Mid/West Region of Ireland.

Predominantly your clients whom you will visit will be based in Limerick and Galway, but Right of Place reserves the right to request your presence in areas outside of these for staff training, meetings and other activities.

Working Week

The successful candidate will work 21 hours per week, Monday – Wednesday 9.30am – 4.30pm.

Annual Leave

Annual Leave is given in line with your statutory entitlement

Other conditions of employment

Further and final information on the conditions of employment will be outlined in the contract of employment for the successful candidate.

4. How & Where to apply?

Applications should include your CV and a cover letter.

Applications should be sent to; info@rightofplace.com, or posted to;

Micheál Walsh, Director of Services,

Healing & Training Centre,

15 Parnell Street,

Waterford City

Closing Date

Deadline for application is Wednesday 11th October at 4.30pm and late applications will not be accepted.

An acknowledgement email will be sent within 3 working days for **all** applications received. If you haven't received a notification, please contact Micheál Walsh directly on micheal.j.walsh@rightofplace.com to ensure your application has been received.

Selection Process

1. Short listing of candidates on the basis of the information contained within his/her application
2. Invitation to attend an interview based on the essential competencies and experience required for the post.
3. Dependent on numbers/quality of applicants there may be a need for a second interview.

During any short-listing exercise that may be employed, a board will examine the applicants and assess them against pre-determined criteria on the requirements of the position.

It is therefore advisable to provide a detailed and accurate account of your experience and qualifications within the application.

A board will be set up to conduct interviews. All interviews will take place in Limerick. The onus is on the applicant to make themselves available on the date(s) specified by Right of Place Second Chance and to make all arrangements necessary to ensure that they receive communication at the contact details specified. Right of Place Second Chance will not be responsible for any expenses incurred by candidates.