

## Job Description

Job Title	Support Worker (part-time, 24hrs per week over 3 days)
Post Location	Cork
Details of Service	The Cork Alliance Centre works with people released from prison. The choice for change and the associated choice for desistance from crime is not a once off decision, but rather a complex process of continuous choices. The Centre supports people make a 'fresh start', both in terms of reducing offending and restoring their positive connections with their family, friends, community, society and with themselves. Therein, our work seeks to facilitate people to become generally better equipped to manage their lives more positively, as they seek to live a crime free life.
Reporting to	The post holder will be responsible to the CEO
Purpose of the Post	Engage in professional support relationships with people who access the Centre to assist in the transition from prison to the community as people move away from offending towards engaging positively in their own life and with family/community. The post holder will work with our team to provide a person-centred service.
Principal Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Develop a working relationship with service users prior to and post release from prison (caseload up to 25).</li> <li>• Support service users to move away from offending towards personal recovery.</li> <li>• Support and motivate people in the development, ownership, and progression of their personal development plans.</li> <li>• Implement and facilitate key working, care planning and case management.</li> <li>• Provide the direct delivery of information, advice, and advocacy services.</li> <li>• Inform and facilitate people access appropriate support services.</li> <li>• Work as a member of the programme team to meet the needs of service users and assist in devising programmes to address specific needs of service users.</li> <li>• Develop and maintain appropriate networks and resources to enable the referral of service users to mainstream and specialist services.</li> <li>• Work collaboratively with all stakeholders ensuring a continuum of care for service users.</li> <li>• Keep clear and comprehensive records of the work undertaken, including writing clear and concise reports.</li> <li>• Maintain and submit statistics and activity data in a timely manner as requested</li> <li>• Monitor and evaluate effectiveness and outcomes for individuals/groups.</li> <li>• Participation in the development of new initiatives etc.</li> </ul>

Robert Scott House,  
6 St. Patrick's Quay,  
Cork City. T23 Y2EA  
Phone: 021 455 7878  
Web: [www.corkalliancecentre.com](http://www.corkalliancecentre.com)



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	<ul style="list-style-type: none"> <li>▪ Participate in regular supervision with line manager, attend staff meetings and professional development opportunities, in-service and other relevant training.</li> <li>▪ Participate in regular external team counselling supervision.</li> <li>▪ Participate in the operations of the organisation.</li> <li>▪ Practice in accordance with Cork Alliance Centre policies and standards.</li> <li>▪ Notification of child abuse in accordance with Children First Guidelines.</li> <li>▪ Observe professional ethical standards and behaviours as required by organisation policies and guidelines</li> <li>▪ Comply with Health and Safety regulations and review procedures.</li> <li>▪ Report to the CEO on matters affecting the service.</li> <li>▪ Promote the Cork Alliance Centre in the wider community.</li> <li>▪ Flexibility in practice as required i.e., out of hours, provision of new programmes and service initiatives.</li> </ul>
<b>Skills, competencies, &amp; knowledge</b>	<ul style="list-style-type: none"> <li>▪ Demonstrate a sense of mission in favour of service users and the work.</li> <li>▪ Demonstrate knowledge of the needs of service users, and the ability to work effectively and confidently.</li> <li>▪ Demonstrate a personal awareness and responsibility to self-care to ensure capability to do the work and be a consistent presence for service users.</li> <li>▪ Demonstrate an ability to maintain personal and professional boundaries.</li> <li>▪ Demonstrate commitment to continuing professional development and engagement in the supervision process.</li> <li>▪ Demonstrate effective interpersonal and communication skills.</li> <li>▪ Demonstrate ability to manage deadlines and effectively handle multiple tasks.</li> <li>▪ Demonstrate effective planning and organising skills.</li> <li>▪ Demonstrate flexibility and an ability to work both as part of a team and independently, under supervision.</li> <li>▪ Demonstrate IT skills relevant to the role (MS Word, Excel, Outlook, etc)</li> <li>▪ Demonstrate initiative and innovation, identifying areas of improvement, implementing, and managing change.</li> </ul>
<b>Other requirements specific to the post</b>	<p>Full-driving licence, with access to transport as post involves travel, with service delivery at multiple locations.</p> <p>The role is primarily office based with travel to, and work in prisons nationally. Within public health guidelines, working from home may also be required at times.</p> <p>Garda Vetting and Prison security clearance is required for the position.</p> <p>Applications from people with convictions/prison in their past are welcomed.</p>
<b>Salary Scale</b>	€32,000 - €43,495 full-time, pro-rated to €20,480-€27,836 for a 24-hour week
<b>Contract</b>	Subject to funding

*Note: The job description is a guide to the general range of duties assigned to the post. It is intended to be neither definitive nor restrictive and is subject to periodic review.*