



Comhairle Chontae Liatroma Leitrim County Council

CANDIDATE INFORMATION BOOKLET

(Please read carefully)

Post of:

INTEGRATION SUPPORT WORKER

(Grade VI Analogous)

Closing Date: 4:00 p.m. on Thursday 14th November 2024

Important Notes

Completed Application Form (*inclusive of all other required documentation*) must be emailed in **PDF Format** as **One Single Document** (not individual scanned documents) to jobs@leitrimcoco.ie.

Please quote '**Integration Support Worker Application**' followed by your **name** in the subject line of the email.

Note: Hard copy Application Forms will not be accepted

General Information:

County Leitrim, located in the North-West of Ireland, has a growing economy, picturesque landscape, vibrant communities and a strong arts and cultural sector. Leitrim County Council's vision is to build an economically strong, creative, inclusive county, making Leitrim the best place to live, work, invest and visit. Key to the achievement of our priorities and objectives is a skilled and committed workforce, supported by enabling technologies, efficient work processes and learning and development opportunities. We are committed to the training, support and encouragement of our staff and we offer benefits across family friendly initiatives, personal development and wellbeing of staff.

The Role:

The primary role of the Local Authority Integration Team is to provide ongoing integration supports to International Protection (IP) applicants, Programme Refugees and Beneficiaries of Temporary Protection (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 Local Authority Integration Team 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 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 Local Authority Integration Team will engage with the Irish Refugee Protection Programme (IRPP) 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 Local Authority Integration Team are not intended to replace mainstream service provision but to support International Protection applicants, programme Refugees and Beneficiaries of Temporary Protection in accessing mainstream services.

The Qualifications:

1. Character

Each candidate shall be of good character.

2. Health

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

3. Citizenship

Candidates for any of the above panels must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
- (b) A citizen of the United Kingdom (UK); **or**
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; **or**

- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; **or**
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

4. Education, Training, Experience etc.

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

- (i) Have at least 3 years' experience working in a similar type role with diverse groups in a community development setting;
- (ii) 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;
- (iii) Have experience of providing individual support and outreach;
- (iv) Have experience of working with other external agencies and organisations including both voluntary and public sector;
- (v) 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;
- (vi) Have a strong understanding of the concept of cultural diversity and the ability to adapt working approach to embrace many different nationalities and cultures;
- (vii) 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;
- (viii) Hold a clean, current Class B Driving Licence and have access to his/her own car;
- (ix) Have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

Note: Candidates must hold a current valid and unendorsed driving licence in respect of category B vehicles or equivalent in the EU Model Driving Licence. A copy of your Licence must be submitted with your application.

Competencies for the Post:

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

Management & Change:	<ul style="list-style-type: none"> • Strategic Ability Demonstrates the ability to be effective in translating the mission and vision into operational plans and outputs. • Networking and Representing Demonstrates the ability to develop and maintain positive and beneficial relationships with relevant interests. Demonstrates the ability to sustain a positive image and profile of the local authority.
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Delivering Results:	<ul style="list-style-type: none"> • Problem Solving and Decision Making Demonstrates the ability to act decisively and make timely, informed and effective decisions. • Operational Planning Demonstrates the ability to contribute to operational plans and develop team plans in line with priorities and actions for their area of operation, having regard to corporate goals, operational objectives and available resources. Demonstrates the ability to establish high quality service and customer care standards. • Communicating Effectively Demonstrates the ability to recognise the value of and requirement to communicate effectively Demonstrates effective verbal and written communication skills Demonstrates good interpersonal skills.
Knowledge & Understanding of the role/ of local government	<ul style="list-style-type: none"> • Knowledge & Understanding of Role Demonstrates understanding of the role of Integration Support Worker in the context of wider local authority service delivery. Demonstrates knowledge& understanding of the structure and functions of local government. Demonstrates knowledge of current local government issues, future trends and strategic direction of local government.
Personal Effectiveness:	<ul style="list-style-type: none"> • Motivation, Initiative and Achievement Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipating situations and acting to pre-empt problems. Creates new opportunities. • Resilience and Personal Well Being: Demonstrates appropriate and positive self-confidence. Operates effectively in an environment with significant complexity and pace.

The Principal Terms and Conditions:

The Office is **wholetime, permanent and pensionable**. A panel will be formed from which permanent Integration Support Worker vacancies arising during the lifetime of the panel (12 months) may be filled.

1. Duties

The duties of the office are to give to the local authority and

- (a) Such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts, is Chief Executive, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,

Under the general direction and control of the Chief Executive or of such other officers as the Chief Executive may from time to time determine, such appropriate services of an administrative, executive, supervisory, advisory and ancillary nature as are required for the exercise and performance of any of its powers, duties

and functions as may be delegated to him or her by the Chief Executive from time to time and shall include the duty of deputising for other officers of the local authority.

The Integration Support Worker will report to the Integration Support Coordinator, or such other officer as may be designated by the Chief Executive.

The key duties and responsibilities of the post of **Integration Support Worker** may include but are not limited to the following:

- Promoting the social inclusion of International Protection applicants, Programme Refugees and Beneficiaries of Temporary Protection 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 Irish Refugee Protection Programme 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;
- Participating and contributing to the duties as required as part of the organisational response to Climate Action to promote and ensure capacity building, empowering change and delivering action.

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

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Local Authority.

The role requires flexibility in terms of working hours as the duties may involve working outside of normal office hours.

2. Salary

The salary scale for the post of Integration Support Worker, analogous to Senior Staff Officer (applicable from 1st October 2024) is within the range:

€55,641, €56,969, €58,586, €61,629, €63,447, €65,706 (LSI1), €67,977 (LSI2)

Entry point to this scale will be determined in accordance with relevant Departmental Circulars. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale.

The rate of remuneration may be adjusted from time to time in line with Government Policy.

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of services which they are required by or under any enactment to perform.

3. Residence

The holder of the post shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof and will be required to serve in the Local Authority's Offices, or wherever assigned by the Local Authority.

Leitrim County Council reserves the right to, at any time, re-assign an employee to any Department now or in the future. Leitrim County Council reserves the right to, at any time, assign an employee to any premises in use by the Council now or in the future.

4. Probation

Where a person is permanently appointed to Leitrim County Council the following provisions shall apply –

- (a) There shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- (b) Such period shall be one year but the Chief Executive may, at his/her discretion, extend such period;
- (c) Such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- (d) There will be ongoing assessments during the probationary period.

Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

5. Annual Leave

The annual leave entitlement for this post will be 30 days per annum. Annual leave year is aligned to the calendar year.

6. Health

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

7. Working Hours

The standard working week will be 35 hours, Monday to Friday. The role may require flexibility around working hours and evening and weekend work may arise.

The Council reserves the right to alter hours of work from time to time.

All hours worked will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001. Leitrim County Council requires employees to record their hours worked using a clocking system.

8. Superannuation

All new entrants to pensionable public service employment on or after 1 January 2013 will be members of the Single Public Service Pension Scheme.

All members of the Single Public Service Pension Scheme will be required to contribute 3.5% of net pensionable remuneration plus 3% of pensionable remuneration. Pension and retirement lump sums for member of the Single Public Service Pension Scheme will be based on career-average pay; pensions will be co-ordinated with the State Pension Contribution Scheme.

Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are liable to pay the Class A rate of PRSI contribution, will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children). You will also be required in respect of the Local Government (Spouses and Childrens' Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the Scheme.

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. You may also be required to pay Spouses and Children/Widows and Orphans contributions at the rate of 1.5% of pensionable remuneration.

9. Retirement Age

The Single Public Service Pension Scheme ("Single Scheme") as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act

introduced new retirement provisions for new entrants to the public service appointed on or after 1st January 2013, as well as to former public servants returning to the public service after a break of more than 26 weeks.

Retirement age will be in line with the age of eligibility for the State Pension Contributory (SPC). Compulsory Retirement Age will be 70.

There is no mandatory retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is “not a new entrant” to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, had been subject to a compulsory retirement age of 65 years – the Public Service Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70.

10. Pension Abatement

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to, or in receipt of, a pension from the Civil or Public Service, or where a Civil/Public Service pension comes into payment during the appointee’s re-employment, that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

11. Driving Licence/Travel

Holders of the post may from time to time be required to travel in the course of their duties and for this purpose they shall possess a current unendorsed full driving licence (Category B) and, shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The post holder’s Insurance policy must cover such use and must indemnify Leitrim County Council.

Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

12. Garda Vetting

The successful candidate will be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment and on a periodic basis thereafter for the duration of their employment.

13. Outside Employment

The position is whole-time and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

14. Data Protection

Please note that the information received is used solely for the purpose of considering your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 & 2018 and EU Regulation 2016/679.

SELECTION PROCESS

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.
- (ii) Leitrim County Council reserves the right to shortlist applications on the basis of information supplied on the application form, and only those shortlisted will be called for interview.
- (iii) Candidates called for interview will be assessed on the **competencies** for the post as set out above.
- (iv) A Panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for appointment may, within the life of the panel, be appointed to this post. The life of the panel will not be more than one year from the date of formation of the panel.
- (v) The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period or longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

All applications must be made on the official Application Form which are available to download on Leitrim County Council’s website www.leitrim.ie or alternatively, contact the Human Resources Department by emailing jobs@leitrimcoco.ie.

Completed Application Forms, inclusive of all required documentation, must be submitted in PDF Format as ONE Single Document (not individual scanned documents) via email.

Closing date for receipt of applications is 4:00 p.m. on Thursday 14th November 2024 via email to jobs@leitrimcoco.ie. Applications received after this date and time will not be considered.

Please quote ‘Integration Support Worker Application’ followed by your name in the subject line of the email.

Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.

The responsibility rests with the applicant to ensure that their application form is **received** by the Human Resources Department of Leitrim County Council on time as outlined above. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being **received** on time.

NOTES: 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 applicants favour any employee 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.

Leitrim County Council is an equal opportunities employer.