** Youthreach Resource Worker**

***Transforum Alley***

**JOB DESCRIPTION**

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| **Location:** | KDYS Youth Centre , Tralee |
| **Reports to:** | KDYS Transforum Alley Youthreach Co-Ordinator |
| **Works With:** | Transforum Alley Youthreach Team and wider KDYS Team |

**Job Summary**

Work with the Project Co-ordinator and other Resource Staff in creating an atmosphere and environment where the participants can realise their full potential while on a Youthreach Programme.

**Key Duties & Areas of Responsibility will include:**

* Responsible to the Project Coordinator on a day to day basis for the delivery of the programme
* To work alongside the Literacy Coordinator in assisting the delivering of one to one Literacy/numeracy support and group Literacy/numeracy support classes.
* Assist in class contact in keeping with the programme needs as timetabled.
* To maintain discipline in accordance within the agreed Code of Behaviour/Discipline
* To undertake administrative duties relevant to the position, including maintenance of records and provision of reports as required.
* To provide locally agreed substitution cover for absent staff and to supervise participants as necessary during lunch breaks and at opening and closing times of the programme.
* To prepare for and attend individual supervision on a regular basis.
* To attend appropriate in-service training and participate in staff development and team maintenance activities as required.
* To actively participate in all Staff Meetings.
* To engage in other activities for the benefit of participants that may arise from time to time and as directed by the coordinator.
* To undertake other duties as may be requested

**Special conditions**

* 3rd Level Degree (Level 8 or equivalent) in Education, Youth Work, or a related field
* Ability and experience in the delivery of QQI 2/3/4 in an Integrated Programme in the area of One to One Literacy, Group Literacy and Personal & Interpersonal Development
* Experience in working with vulnerable young people in an informal education setting
* Fluency in English, both written and verbal

**Skills, competencies & attributes**

**Specialist Knowledge, Expertise & Self Development**

* Evidence of professional knowledge in youth work, programme delivery and accreditation opportunities
* Clearly understands the role, objectives and targets and how they fit into the work of the programme and the wider organisation.
* Experience in working with young people in a dynamic/engaging way using a variety of methodologies.
* Demonstrates the importance of policy and procedures in youth work practice
* Understands the boundaries of professional practice
* Develops the expertise necessary to carry out the role to a high standard and shares this with others
* Demonstrates knowledge of child safeguarding practice
* Awareness of current and emergent trends for young people in society and services
* Understands and shows commitment to the purpose of KDYS and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations
* Reflects on own development personally and professionally

**Programme development and delivery**

* Demonstrates the ability to apply basic teaching and learning methods with young people
* Recognises the importance of a group setting for young people.
* Understands the importance of health and safety within the workplace overall and with emphasis on the delivery of programmes and activities with young people, particularly in relation to Literacy activities.

**Administrative & Technical Skills**

* Experience in Microsoft Office (Word, Excel, Access & Powerpoint etc).
* Experience of communication via information technology
* Experience of maintaining accurate paper and electronic record systems
* Experience of working to multiple deadlines.

**Delivery of Results**

* Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of challenging circumstances
* Assumes responsibility for and delivers on agreed objectives / goals
* Effectively manages multiple projects
* Ensures all outputs are delivered to a high standard and in an efficient manner
* Uses resources effectively, challenging processes to improve efficiencies.
* Is self-reliant and uses judgement on when to seek guidance and from whom.

**Teamwork**

* Experience of working effectively in a team environment
* Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate
* Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others
* Contributes to the development of policies in own area and the wider organisation

**Interpersonal & Communication**

* Communicates in a fluent, logical, clear and convincing manner verbally and in writing
* Is able to listen effectively and develop a two-way dialogue quickly
* Experience in motivating young people
* Maintains a strong focus on meeting the needs of service users
* Effectively influences others to take action

**Drive & Commitment**

* Is self-motivated and shows a desire to continuously perform at a high level
* Must be flexible and prepared to work outside normal hours as required.
* Has the ability to think logically, use initiative and work with minimum supervision.
* Have a flexible approach to the work in response to organisational change, development and review of best practice
* Through leading by example, fosters high standards of ethics and integrity.

**Contract**

* Specified Purpose contract linked to Parental Leave, for 15 weeks (Sept – Dec 18)
* This contract is for 18 hours per week (over 5 days)
* Remuneration is in accordance with the Youthreach Resource worker salary scale approved by the Department of Education. Commencing salary will be at point 1 of the scale and will be pro rata for contracted hours.
* Employment with KDYS is subject to a satisfactory response from the Garda Vetting Unit being received in relation to any candidate under consideration and satisfactory reference checks being received.
* This post is subject to a probationary period.

