

## **Clare Immigrant Support Centre: Co-ordinator / Senior Case Worker (<https://www.activelink.ie/node/112100>)**



### **Job Title: Co-ordinator / Senior Case Worker**

**Location:** Ennis, Co. Clare

**Closing Date:** 27th November 2024

**Job Type:** 3 Year Fixed Term

**Job Hours:** 35 per week

The Clare Immigrant Support Centre (CISC) aims to ensure access to appropriate state and community services and the upholding of Human Rights to all in the Immigrant Community. CISC seeks to facilitate the integration of Immigrants into their local community by providing a response to the individual needs and also supporting the involvement with local service providers, agencies and groups.

CISC is based in Ennis, Co. Clare and provides a range of services to all immigrants including International Protection Applicants, Refugees and the Ukrainian community living in County Clare.

**Job Title:** Co- Ordinator Clare Immigrant Support Centre

**Number of Hours:** 35 hours per week (some evening & weekend work)

**Contract Type:** Three-year fixed term contract. (Subject to funding.)

### **Role Description:**

The Co Ordinator's role reporting directly to the manager is to support the development and delivery of projects, outreach and other services to:

- Persons who are applicants under the Temporary Protection Directive
- International Protection Applicants
- Refugees
- Individuals under the Irish Refugee Protection Resettlement Programme (IRPRP)

Duties below are illustrative, and not exhaustive, and also are subject to change in line with priority needs of services users and changes in the organisation's strategic direction.

### **Illustrative duties are below:**

- To organise and deliver regular CISC information and advice clinics in direct provision centres, community settings and in the organisations office.
- To lead CISC staff in the provision of outreach, accompaniment and integration supports to individuals, families and children residing in direct provision centres.
- To support CISC staff, volunteers and interns in the delivery of specific agreed projects.
- To contribute to the development and implementation of the CISC strategic plan.
- To support delivery of other activities in direct provision centres according to need and in consultation with your line manager.
- To assist with the planning and delivery of activities and other initiatives as part Clare Immigrants Support work.
- To support delivery of the CISC events such as Refugee Day and Africa day celebrations.

- And any other duties necessary to the efficient running of the organisation.

## Person Specification:

### The person should have:

- A recognised Degree/third level qualification in Community Development or other relevant discipline
- Relevant experience in community development. Candidates with experience of working with migrant and/or refugee communities preferred.
- Ability to support project workers and case workers particularly those working with migrant and /or refugee communities.
- Experience of working effectively with multiple stakeholders including voluntary and statutory organisations.
- Experience of capacity building with communities
- Administration skills including a high level of IT literacy and social media awareness.
- Must have access to a car and a full clean driving licence.

### Skills/Abilities

- Excellent project management skills
- Excellent interpersonal, communication and presentation skills – both written and verbal
- Strong analytical skills
- Strong time management and organisation skills
- A flexible team player with excellent interpersonal skills.
- Deadline focused and ability to work well under pressure

Salary level for this role will be commensurate with the level of skill/experience of the chosen candidate.

This job description is a summary of the primary responsibilities and qualifications for this position and is not intended to be inclusive of all duties that the successful candidate may be asked to perform.

## How to Apply

If you would like to contribute to an organisation making a difference, please send your CV together with a cover letter outlining your skills and attributes which make you a suitable candidate for this opportunity.

[eoin@anisa.ie](mailto:eoin@anisa.ie) (<mailto:eoin@anisa.ie>)

Closing date for applications is **COB on Wednesday 27th November 2024**

### Region

Ennis, Co Clare

### Date Entered/Updated

12th Nov, 2024

### Expiry Date

27th Nov, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/civil-liberties-human-rights/112100-clare-immigrant-support-centre-co-ordinator-senior-case-worker>