



Name:

Document: Job Description (Roles and Responsibilities)

Position: **Ukrainian Support Worker**

Employer: **Laois Youth Services CLG trading as Youth Work Ireland Laois**

Location: **Based in Portlaoise with a remit in the county**

Employment Contract Type: Full-time 10 hours per week

Employment Contract Period: 1.5.2025-31.12.2025

Salary:

Start Date: 1st May 2025

Position Reporting to: Regional Director.

Job Main Aims and Objectives:

Supporting the integration of the Ukrainian Community within Laois.

Specific Areas of Work:

- Support the Development of the current networks to support the integration of Young People living in Ukraine.
- Collaborate with other communities to enhance integration.
- Complete a needs analysis to enhance the integration.
- Compile monthly and annual report inline with the funders requirements
- Develop and enhance the Ukrainian Youth Club.



- Develop youth lead groups to meet their needs.

General:

- Ensure all work and practices are conducted in line Youth Work Ireland Laois Policies, Procedures and current legislation.
- Ensure all work practices are conducted in line with the mission, values, strategic aims and objectives of Youth Work Ireland Laois.
- Ensure all work and practices are conducted in line with the operational plan and budgetary considerations making maximum use of limited resources available.
- Develop effective working relationships with key people in the voluntary and statutory agencies, to promote a professional and positive image of Youth Work Ireland Laois.
- Support Youth Work Ireland Laois funding initiatives and identify funding sources, make applications and liaise with relevant funding agencies.
- Support, Volunteers, Groups, Clubs and Voluntary Networks through training, development and on-going support, supervision and recognition.
- Work as part of a Teamwork, actively participate in the planning, review and evaluation processes.
- Monitor and review programmes, document the work on an ongoing basis and prepare regular work/progress reports for the Regional Director, Board of Management and relevant funders.
- Support, develop and deliver Programmes and Workshops in line with Young People's needs and support, develop and deliver programmes and workshops to address these needs.



- Work closely with the Regional Director to promote and support local voluntary and community activities for the benefit of young people in County Laois.
- Participate in planning, review and evaluation of the work of Youth Work Ireland Laois.
- Carry out any other tasks that may be assigned by the Regional Director from time to time.