

Candidate Information Pack

Youth Support Worker

Dear Candidate,

Thank you for your interest in the post of Youth Support Worker in Home Youth Liaison Services.

This Candidate Pack includes the following information:

- Full and detailed Job Specification and important dates to note
- Recruitment Process detail and important dates to note

Please ensure that you read this Campaign Information Pack in detail and that you fully understand the process. Should you have any specific queries in relation to the recruitment process or for any informal enquiries regarding the position and job specification please contact the Home Youth Liaison Service Manager:

Mick Hedigan, info@homeyouthliaisonservice.ie, 071 9144441

Kind Regards,
Home Youth Liaison Service Recruitment Team

Job Specification

Job Title	Youth Support Worker
Contact for Enquiries	<p>Mick Hedigan info@homeyouthliaisonservice.ie, 071 9144441</p> <p><i>Making an informal enquiry gives you the opportunity to ask questions about the campaign and job specification. This informal enquiry contact is available only for the duration of the application process.</i></p>
Location of Post	in Sligo
Details of Service	<p>The Home Youth Liaison Service (HYLS) is a Sligo-Leitrim based non-profit organisation established in 1989 in response to local needs to support young people.</p> <p>The service was developed from the recognition that increasing numbers of young people were potential early school leavers and not availing of any alternative educational training opportunities.</p> <p>The HYLS has a wraparound approach with staff, working in both the formal setting of schools supporting all post primary schools in Sligo, Leitrim and West Cavan. Then also in the community where the service has youth workers attached to the TUSLA Social work teams, providing out of hour's service and residential weekends.</p> <p>The HYLS is supporting young people to remain within their community / families and to reach their full potential both academically and socially.</p> <p>Our Mission is to provide an empathetic, confidential, non-judgmental and personal support to young people and their families with the objective of enhancing the young person's future personal and social development and well-being.</p> <p>The guiding principle that underpins all of our work is to place the young person at the center of the decision-making process with the aim of allowing them to take responsibility for their own choices and actions.</p> <p>The HYLS provides a link between family, school and professional services (both in the Government sector and the voluntary sector).</p> <p>The HYLS identifies, develops and delivers tailored programmes in response to identified needs of young people aged between 8-24 years.</p> <p>The guiding principal that underpins all of our work is to place the young person at the centre of their decision making process with the aim of allowing them to take responsibility got their own choices and actions.</p>
Purpose of Role:	<p>Purpose of this role is to provide a sympathetic, confidential, non-judgemental, personal contact and support young people who may be opting out of available educational or training facilities with the objective of enhancing their future personal and social development, together with their re-integration into mainstream education and/or training where appropriate.</p> <p>The Service requires one Youth Support Worker to work as a member of a team, which provides a confidential, sympathetic, non-judgemental and personal contact and support service for young people.</p> <p>The work involves establishing and maintaining contact with schools, young people and their families in a sympathetic and non-judgemental environment. Also personal contact and support service for young people and liaising with TUSLA and other agencies, as appropriate.</p>

	<p>The Youth Support Worker will provide care, protection, and support to vulnerable clients, individually or in groups, in conjunction with the wider multidisciplinary team and other relevant agencies. The primary aim is to provide intervention necessary to address the child or young person's issues or the issues.</p>
Reporting Relationship	Reporting to the Manager / Deputy Manager.
Duties and Responsibilities	<p>Working with Children/Young People:</p> <ul style="list-style-type: none"> • Liaison with referral schools, agencies, predominantly TUSLA Social work department through child protection & family welfare services. • Liaison with other relevant statutory and voluntary agencies. • Responding to particular issues affecting their relationships within their immediate family and with various caring agencies. • Making contact with young people referred with their families, schools etc. involving them where appropriate in programmes related to their needs. • Familiarisation and contact with formal and informal youth groups in Sligo / Leitrim and the development of such contacts thus enabling the young people to gain support in accordance with individual needs. • Maintenance and upkeep of the young person's records as set out by the Service. • Develop particular areas of activity and initiative as appropriate to the individual needs of young people, in one to one or group situations. • Report at regular intervals on the progress and development of the service particularly in relation to: <ul style="list-style-type: none"> • The rate consistency and source of referrals. • The identification of any trends or features underlying referrals. • Any other matters relevant to the service. • Strategies and initiatives for improving the effectiveness of the service. • Meet at regular intervals with the Service Manager. • To keep records, attend meetings, participate in training courses and submit required records. • Flexible with regard to working hours, particularly evenings and weekends along with some residential weekend work as determined by Service Manager. • To develop a caring and productive relationship with children and their families that will allow the potential for change to occur. • To recognise and report factors at risk. • Other duties as may be determined from time to time. • To maintain confidentiality. • 22 hours of the working week must be direct with the young people. • To encourage attendance at school, training centers, medical and clinical appointments. • To be responsible for the organisation of personal documents, arrangements, information and finance on behalf of the young person.

- To liaise with the parent, family, general services and other agencies on behalf of the young person.
- To attend meetings in relation to the care and developments of the young person.
- To engage in age-appropriate play and other activities with each child/young person within the Service.
- To engage in physical intervention where this is in keeping with local policies and procedures.
- To promote the participation of children and young people in decision making on issues that affect their lives at both individual and collective levels.
- Residential weekends in the year required working together with colleagues.
- Summer camps work required for this role.

Administration and Accountability:

- To attend team meetings and to report to the Social Care Leader / Manager on matters affecting the delivery of service.
- To be accountable for any money spent on behalf of the Child and Family Agency during the course of duty.
- To make written and verbal reports to the Social Care Leader / Manager on a regular basis on the progress of development of the young person.
- Reporting and recording any incidents, however minor, that may happen to the young person or are caused by them.
- Assist with the supervision of students, as appropriate/required under the direction of the Manager.
- To be familiar with emergency procedures and to know who to contact in an emergency.
- Ensure Child protection procedures are followed in accordance with the responsibilities of a designated officer.
- To keep abreast of current legislation and current professional child care knowledge.
- To implement the Child and Family Agency's procedures and policies.
- To undertake ongoing professional training and development.
- To attend regular supervision with the Social Care Leader / Manager.
- To perform any other duties that may be assigned from time to time.

Team Work

- Participate in working within a team centered consistent approach.
- Develop and implement shift planning.
- Co-operate with the Manager in the arrangement of duty rosters in accordance with service requirements.
- Ensure consistency and follow through on interventions between shifts.
- Provide accurate and precise information at handover.
- Provide shift leadership as and when required.

Training & Professional Development

- Participate in regular professional supervision.
- Participate in further training and development as required.
- Provide guidance and education for work experience students.
- Undertake ongoing professional training and development.
- Engage in reflective and evidence based practice
- Keep abreast of current legislation and current professional child care knowledge
- Be responsible for own health and wellbeing in order to carry out the duties of the role / is committed to managing own work / life balance.

	Health & Safety
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| | <ul style="list-style-type: none">• Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards.• Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the service for example National Standards for Child Protection and Care and comply with associated Tusla – Child and Family Agency protocols for implementing and maintaining these standards as appropriate to the role.• To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. |
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	<p>The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</p>
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<p>Eligibility Criteria Qualifications and / or Experience</p>	<p>Applicants must by the closing date of application have the following:</p> <p>a) Degree in Childcare awarded by a recognised body (Level 7 on the National Framework of Qualifications) or Degree in Applied Social Care Studies awarded by a recognised body (Level 7 on the National Framework of Qualifications) or Degree in Social Care awarded by a recognised body (Level 7 on the National Framework of Qualifications) or Degree in Social Care Practice awarded by a recognised body (Level 7 on the National Framework of Qualifications) or Degree in Applied Social Studies (Disabilities) awarded by a recognised body (Level 7 on the National Framework of Qualifications) or an equivalent Social Care qualification from another jurisdiction and</p> <p>b) a suitable standard of professional attainments and the requisite knowledge and ability (including a high standard of suitability and ability) for the proper discharge of the duties of office</p> <p>Health</p> <p>c) A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>Character</p> <p>d) Each candidate for and any person holding the office must be of good character.</p>	
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Selection Process	<p>The Structure of the Interview Process:</p> <p>Each candidate will receive a letter confirming whether they have been successful for interview or not.</p> <p>The successful candidate from the short listing process will receive a letter inviting them to attend for interview, detailing the time and place.</p> <p>Having received a letter for interview, each applicant must confirm their attendance for interview.</p> <p>The Structure of the Interview:</p> <ul style="list-style-type: none"> ✓ Introduction and welcome ✓ Review of Background ✓ Planned questions ✓ Candidates opportunity to ask questions ✓ Candidates will be informed that they have a right for feedback on their interview ✓ Conclusion <p>The Interview panel receive a set of interview questions and guidance on appropriate questioning methods and a timetable for the arrival for each applicant. The Interview panel receive a copy of each applicant's Application Form. The Interview Assessment Report which allows the interview panel to compare the attributes of the candidate against specific criteria laid down in the personal specification. This helps ensure objectivity and enables the reason for non-selection to be identified.</p> <p>Applicants who have been unsuccessful in the interview process will receive a letter.</p> <p>Successful candidates:</p> <ul style="list-style-type: none"> • A written offer of employment is made once a satisfactory reference has been obtained. • Must complete the Garda Vetting Form which will be sent to the Garda Vetting Office for clearance so the candidates can take up the employment within the Home Youth Liaison Service. • Reference must be obtained from previous employers who have first-hand knowledge of the candidate. The Home Youth Liaison Service requires two written references. • They will receive a written statement of their terms and conditions of their employment. • There is a probationary period of 6 months which can be extended to a further 6 months at the discretion of Management. • Start day is agreed and induction programme will be delivered on a first day of employment.
Tenure	<p>The current vacancies available are permanent and whole time.</p> <p>The post is NOT pensionable.</p> <p>A panel may be created from which permanent and specified purpose vacancies of full or part time duration will be filled. The tenure of these posts will be indicated at "expression of interest" stage for each individual post.</p> <p>The purpose of this campaign is to fill immediate urgent vacancies and it is expected that panel placements will cease if expressions are not received within the appropriate processes.</p>
Remuneration	<p>The Gross Salary for the whole time post is: €37,504</p>
Working Week	<p>The standard working week applying to the whole time post is: 39 hours</p>
Annual Leave	<p>The annual leave associated with the post is 21 days per annum up to a max of 26 days.</p>

Probation	Every appointment of a person is subject to a probationary period of 6 months.
Interview	<p>To apply the Application form must be filled in and forwarded to info@homeyouthliaisonservice.ie Late applications will not be accepted.</p> <p>The closing date for receipt of completed applications is 12 noon, 12th May 2025.</p> <p>Late applications will not be accepted.</p> <p>The proposed Interview is to take place in the second week of May.</p> <p>The interview for this post is in person only.</p>
Responsibilities under Children First National Guidance for the Protection and Welfare of Children	The safety and welfare of children and young people is a key priority for Home Youth Liaison Service. All employees are required to be vigilant to any concerns regarding the protection and welfare of children and to bring them to the attention of the Home Youth Liaison Service Designated Person in a timely manner, in keeping with the Tusla Child and Family Agency Child Protection policies.
Code of Practice	<p>The Home Youth Liaison Service recruitment will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice.</p> <p>Codes of practice are published by the CPSA and are available on www.cpsa.ie.</p> <p>Home Youth Liaison Service is an Equal Opportunities Employer.</p> <p>Home Youth Liaison Service recognises its responsibilities under the Data Protection Acts 2003 - 2018 and the Freedom of Information Act 2014.</p>
<p>This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.</p> <p>Home Youth Liaison Service values individual's rights and freedoms in respect of privacy and fully complies with the requirements of the Data Protection Act 2018.</p> <p>All roles within Home Youth Liaison Service carry responsibility towards the protection of personal and sensitive data.</p>	