

General Service Worker FTE

Moneygall Development Association CLG assist a number of community enterprises including a Café, Gym, Connected Hub, Astro-turf pitches and Garden. We are currently recruiting for a Service Worker to assist in the delivery of services within our CSP Programme as outlined below. Reporting to the CSP Manager, the position offers the flexibility of working 37.5 hours over 7 days to facilitate programme events and operations that take place outside business hours. It is envisaged that the staff member will be based between the Community Gym/Hub in Moneygall and the Community Cafe in Moneygall.

The daily work duties of the General Service worker are as follows:

Customer Service

- To liaise daily with manager re: weekly work schedule by telephone or in person.
- To complete daily tasks for community groups and organisations as assigned by the Manager, individually or in a team.
- To assist manager in administrative duties as required
- To assist existing volunteers, leading as an example of how things should be done
- To promote, encourage and welcome new volunteers to assisting in community activities
- Assist with coordinating repairs, servicing and ordering of goods, services and materials
- Communicate and promote the activities of the services you are assigned to in conjunction with the manager
- Have responsibility as key holder and for cash handling as required
- To liaise with the manager on the purchase of equipment and materials to support work done.
- To report on all work undertaken on specified job sheets and agree same with administrator or manager on a weekly basis.
- Complete Time Sheet records on all hours worked in accordance with time sheets and agree same weekly with administrator or manager.
- To ensure high standards, report any damage or faults to manager.
- Ensure all work is carried out to the best of their ability and to the highest standards always.
- Develop, Expand, Promote Community Facilities assigned duties to and make suggestions for expansion and development.
- Ad hoc duties as required
- To attend relevant training as required by the Board or Pobal
- Ensure that client confidentiality and dignity are maintained always.

This job description is not exhaustive, and other duties maybe assigned from time to time in accordance with the needs of the service. This job description may be revised to take account of changing circumstances or requirements.

Please submit your CV with cover letter and the completed form on Page 3 signed by Intero Office to moneygallvillage@gmail.com by _____

CSP EMPLOYMENT ELIGIBILITY

CSP supports the employment of individuals, who have previously been unemployed, in delivering the community service. We particularly welcome applications from applicants who qualify in the following categories which are outlined below (a-f):

- a) Person in receipt of Jobseeker's Benefit (JB), Jobseeker's Assistance (JA) or one parent family payment (OPF).
- b) Persons in receipt of disability allowance (DA), invalidity pension, blind persons pension or other disability benefit.
- c) Travellers in receipt of Jobseeker's Benefit or Jobseeker's Assistance or one parent family benefit.
- d) Stabilised and recovering drug miss-users.
- e) People employed from Tús, Community Employment (CE) and Job Initiatives (JI) schemes are deemed eligible. Former RSS workers who were previously CE placements are also eligible.
- f) Ex-prisoners.

Please note the following applies:

- We are aiming for 100% recruitment from the above employment categories above (a – f), however we have to ensure that we satisfy the 70% criterion relating to FTEs (i.e. overall hours) rather than head count of employees from the above categories with the remaining 30% of employees may be recruited from the active labour market, i.e. people already in employment.

- Individuals in CSP supported worker posts may retain entitlement to secondary welfare benefits, as determined by the DSP. Individuals entering CSP supported posts are not entitled to Back to Work Allowance, but they are entitled to this allowance on moving on from a CSP supported post to mainstream employment in the labour market.

- The following Employment exclusions apply:

- o An individual occupying a CSP supported post may not also hold a Tús, CE or RSS placement, or vice versa.
- o Individuals who have reached their 66th birthday and qualify for the state pension may not hold a CSP supported post (worker or manager post). The employer has the right to continue employing that person after their 66th birthday from their own funds.
- o While the employer determines the hours of the CSP supported employees, a FTE allocation is not intended to be deployed solely as seasonal or very low hour's staff; for example, the deployment of 2 FTES as 16 part-time staff is not acceptable.

- We are required to obtain evidence of eligibility for each person in a CSP supported post and to retain this on the successful applicant's individual's employment file. The CSP Employment Eligibility Form is required to be completed at the time of recruitment, signed by DSP, and retained by the employer for each employee under all employment categories except:
 - o Workers employed under the former Social Economy programme as long as the employer can evidence their continuing employment since 2005.
 - o Recovering drug miss-users and ex-prisoners (requires a letter of referral from e.g. probation officer, drug task force or another specialist agency)
 - o A P45 from Pobal in relation to former Tús participants or from the CE sponsor group in the case of Community Employment.

Section 3: TO BE COMPLETED BY DEPARTMENT OF SOCIAL PROTECTION

I confirm that _____ is in receipt of a payment from the Department of Social Protection as indicated below.

Please select the following relevant payment(s) and state when the current payment commenced:

Jobseekers Payment	Date of Commencement
Jobseekers Allowance	
Jobseekers Benefit	
One Parent Families Payments	
One Parent Family Payment	
Jobseeker's Allowance Transitional Payment	
Disability Payment	
Disability Allowance	
Invalidity Pension	
Blind Pension	
Other disability benefit	

Signed:	Department of Social Protection Stamp
Intreo Office:	
Date:	