

**Diocesan Support Worker
Job Specification & Terms and Conditions**

Job Title	<i>Diocesan Support Worker</i>
Tenure of Post	This is a new position within the Diocese of Clogher and it will be held for 1 year after which time the position will be reviewed.
Closing Date	Friday 9 October 2020 at 12 Noon
Proposed Interview Date (s)	Late October 2020.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	This post will be based in and will require travel around the Diocese of Clogher.
Informal Enquiries	For informal enquiries please contact Clogher Diocesan Office Email: diocesanoffice@clogherdiocese.ie Tel: 047 81019
Details of Service	The Diocesan Support Worker will work throughout the territory of the Roman Catholic Diocese of Clogher, which encompasses all of County Monaghan, most of County Fermanagh and portions of Counties Tyrone, Donegal, Louth and Cavan. The Diocese of Clogher is part of the Ecclesiastical Province of Armagh.
Reporting Relationship	The Diocesan Support Worker will report to the Bishop of Clogher or any delegated officer.
Purpose of the Post	The Diocesan Support Worker is directly responsible to the Bishop to whom he or she refers, as appropriate, news of sickness, bereavement, financial or other needs, as well as matters for celebration. The objective of the role will be to nurture relationships and trust with the priests of the diocese and build on these relationships to ensure that adequate care is taken of priests.
Principal Duties and Responsibilities	The role of the Diocesan Support Worker involves the following duties in respect of all clergy: <ul style="list-style-type: none"> • Visitation of all priests. • Building relationships and trust with priests. • Observing the overall wellbeing of priests, establishing whether priests are living well. • Assessing the physical, emotional, and mental wellbeing of priests. • Providing professional support and expertise regarding care issues in advance of declining mental and physical health. • Developing specific formal care plans.

	<ul style="list-style-type: none"> • Ensuring that all priests use established frameworks for medical and healthcare preferences. • Liaising with civil authorities and ensuring that priests are availing of their entitlements. • Being familiar and compliant with Safeguarding policies and procedures with regard to children and vulnerable adults. • Keeping abreast of charitable grants which may be available to clergy. • Identifying Family supports. • Supporting the Diocese of Clogher in the discharge of its responsibilities. • Reporting to the Bishop of Clogher on a regular basis and in any emergencies. • Keeping all necessary and appropriate written records in relation to each case on file for disclosure to the Bishop. • Being compliant with GDPR legislation and policies. • Participating in inter-diocesan bodies and attending at relevant conferences and training as appropriate. <p>The above Job Specification 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. As the area of clerical care work is continually evolving the role and responsibilities will evolve in line with best practices</p>
<p>Eligibility Criteria</p> <p>Qualifications and/or experience</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Must have excellent communications skills. • Must be well organized. • Must have IT skills and a capacity for report-writing • Must be able to work on their own initiative. • Must have a clean driver’s license and own car. • Must be Garda/Police vetted for the Diocese of Clogher. • A minimum of 5 years experience as a carer, public health nurse or social worker is essential. • Understanding of the Catholic faith and ethos an advantage. <p>Desirable:</p> <ul style="list-style-type: none"> • Health and/or Social Care qualification <p>2. Age No age restriction shall apply to a candidate.</p> <p>3. Health 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>4. Character Each candidate for and any person holding the office must be of good character</p>

Other requirements specific to the post	The successful candidate may be required to present reports to diocesan committees or other meetings from time to time, if requested.
Skills, competencies and/or knowledge	<p>The Diocesan Support Worker will:</p> <ul style="list-style-type: none"> • Demonstrate evidence-based knowledge in making decisions regarding priest care. • Demonstrate the ability to evaluate information and judge situations. • Demonstrate attention to detail and a commitment to providing a quality service. • Demonstrate an understanding of established frameworks for medical and healthcare preferences. • Demonstrate an understanding of Safeguarding policies and procedures. • Demonstrate effective communication and interpersonal skills, including the ability to persuade and influence others. • Demonstrate management skills including the ability to work across teams and with external health and social care providers.. • Demonstrate evidence of ability to show empathy, dignity and respect. • Demonstrate initiative and innovation in identifying areas for improvement. • Demonstrate good administration skills
Campaign Specific Selection Process Ranking/Shortlisting / Interview	<p>A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your letter of application. The criteria for ranking and/or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>Those successful at the ranking stage of this process (where applied) will be called to interview.</p> <p>A panel may be formed as a result of this campaign for the Diocese of Clogher from which future vacancies of full or part-time duration may be filled.</p>
<p>This job specification 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>	

**Title of Diocesan Support Worker
Terms and Conditions of Employment**

Tenure	The current vacancy available is for one year.
Remuneration	The Salary scale will be commensurate with the responsibilities of the post.
Working Week	20 hours per week.
Annual Leave	The annual leave associated with the post is in accordance with working time legislation.
Probation	Every appointment of a person is subject to a probationary period of 3 months.