



JOB DETAILS

Title:	Migration Services Caseworker
Duration:	Fixed Term-Full Time position for one year
Salary:	€40,000-€43,000 (pending on experience)
Reporting to:	Migration Services Operations Manager

BACKGROUND INFORMATION

The Irish Red Cross Society (IRC) is part of the world's largest independent humanitarian network, the International Red Cross and Red Crescent Movement. The IRC is committed to and bound by, its Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. The vision of the Irish Red Cross is to be a leading humanitarian organisation, providing impartial services and support to vulnerable communities both at home and abroad. Our mission is to identify and deliver humanitarian assistance to those who are most in need.

SUMMARY OF ROLE

The Irish Red Cross is tasked under its mandate as auxiliary to the Irish Government to co-ordinate offers of support from the Irish Public, to support the placement of refugees into accommodation and to support the social integration of refugees at community level. The Ukraine Response Programme is designed to source, utilise and manage public pledged properties in Ireland for Ukraine refugees in an efficient manner, to the benefit of Ukraine refugees who are Beneficiaries of Temporary Protection and in support of Pledgers and Hosts. The Irish Red Cross is an equal opportunities employer and welcomes applications from all sections of the community.

ROLE RESPONSIBILITIES

- Engage with Beneficiaries of Temporary Protection (BOTPs), facilitate Needs assessments and where applicable match into suitable pledged accommodation.
- Coordinate with pledgers of accommodations, BOTPs and relevant partner organisations and stakeholders to facilitate movement of BOTPs into assigned accommodation.
- Report and maintain tracking of BOTPs and placements with up-to-date statistics.
- To maintain accurate and up-to-date records, registers, files, case notes and correspondence as required.
- Management of BOTPs exit from direct service supports.



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- Develop strong networks and relationships with other Irish Red Cross staff and volunteer network and other external stakeholders.
- To attend trainings, conferences and meetings relevant to the post.
- As directed, on occasion to work out-of-hours, or stay away from home overnight to attend meetings and facilitate movement of BOTPs. This will be facilitated via time off in lieu as per organisational guidelines.
- To manage casework, as appropriate, providing information, signposting and advice for BOTPs regarding their rights and essential needs.
- To develop appropriate referral protocols with other statutory and non-statutory agencies, to liaise with statutory authorities, voluntary groups and other relevant agencies as appropriate on behalf of BOTPs.
- Where required, conduct reviews of cases, conduct closure meetings, review work plans and complete evaluation exercises.
- To ensure confidentiality in relation to all aspects of the service, including ensuring policies and procedures relating to BOTPs records are in line with GDPR regulation.
- To undertake any other relevant duties within the overall scope of this post as may be required from time to time.

ROLE REQUIREMENTS

Essential Criteria

- Demonstrated excellent attention to detail, organised, reliable and methodical in all aspects of the role.
- Experience in face-to-face client work and/or casework, demonstrating excellent communication and proven listening skills.
- Experience in direct case work/management supporting migrants, preferably within the voluntary sector.
- Experience of working with people from different cultural backgrounds, particularly migrants.
- A demonstrated understanding of asylum and migration, and associated topics, including relevant legislation.
- Be a team player, with demonstrated ability to plan and manage own time effectively.
- Ability to respect confidentiality of service users at all times.
- Excellent IT skills, Excel, including e-mail, MS Office and Salesforce.
- Willing for a disclosure to be obtained from the Garda Vetting Unit.
- Willingness to travel.

Desirable Criteria

- Relevant 3rd level qualification or similar experience.
- Knowledge of the work of the Irish Red Cross.
- Experience of working with volunteers.
- Ability to speak additional languages e.g. Ukrainian or Russian would be an advantage.
- Full Driving Licence and use of a car to support travel



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FURTHER INFORMATION

The Irish Red Cross is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We welcome applications for people from all sections of the community, irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community. This role requires applicants to have the right to work in Ireland. The role is a full time position based on a 35 hour working week, based on flexitime arrangements.

APPLICATION PROCESS

To apply for this contract, please forward a copy of your CV, together with a cover letter to:

chassett@redcross.ie

Your email should contain [Migration Services Caseworker](#) in the subject line. Proposals should be in .pdf or MS Word format, and with file names in the following format: **<Surname>, <First name> - CV and <Surname>, <First name> - Cover Letter**

The closing date for proposals is 20th [September 2023](#)

It is intended to hold initial interviews for this role on the week of the [25th September 2023](#)