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**Part- Time Temporary Assistant Services &**

**Information Co-Ordinator**

**Job Description**

Polio Survivors Ireland was established by polio survivors to assist their fellow survivors. The organisation has over 900 members throughout Ireland.

The part-time Assistant Services & Information Co-ordinator (25 Hours per week), will be responsible for providing a range of services and supports to polio survivors. The position is based in our office in Dublin and will report to the CEO.

**This is a temporary specified purpose contract.**

Key responsibilities of the role will include:

* Providing information, support and services to polio survivors
* Conducting telephone based assessments of survivors’ needs
* Arranging home based O.T. assessments of polio survivors
* Organising the provision of aids and appliances, therapies and other supports as required
* Liaising with other service providers in supporting polio survivors
* Providing individual advocacy on behalf of polio survivors
* Consulting with polio survivors on identifying emerging needs and assisting service development
* Maintaining notes and records of member interactions and service provision
* Providing regular reports on activities
* Support the CEO and other staff of Polio Survivors Ireland in the day to day operations of the organisation

**Person Specification**

Essential

* Minimum of 1 years’ experience of providing information, support and individual advocacy
* Experience of providing services and supports to people with disabilities and/or older people
* Have an understanding of the challenges facing people with a disability and older people
* Relevant 3rd level qualification from a recognised body
* Excellent listening skills
* Excellent communications skills
* Strong report writing and administrative skills

Desirable

* Qualification in health and social care
* Awareness and understanding of the rights and entitlements of people with disabilities
* Knowledge of medical card entitlements
* Familiar with social welfare benefits
* Experience of sourcing and purchasing products and services

**Please note this is not an exhaustive list. Polio Survivors Ireland is a small but busy organisation. The post holder will be expected to be comfortable multi-tasking, be flexible in their duties and undertake all other tasks assigned to them by the CEO and the Board.**

**To apply please complete the application form and email it along with a full up to date CV to ceo@ppsg.ie**

Please note only applicants that complete the application form and accompany it with an up to date CV will be considered

**Applications must be submitted no later than Friday 27th April 2018**

Polio Survivors Ireland is an equal opportunities employer