

**JOB DESCRIPTION**

**JOB TITLE:** Information Officer

**LOCATION:** Kildare County Childcare Committee (KCCC)

Unit 21, Clane Business Park, Clane, Co. Kildare

**REPORTING TO:** Operational Team Lead

**MAIN JOB PURPOSE**

To provide a quality information services on behalf of Kildare County Childcare Committee to the Ukrainian community living in County Kildare.

**DUTIES**

* Identifying the needs of the target group and engaging and supporting them to avail of supports available.
* To co-ordinate and organise support and information sessions, provide advice and guidance and accompaniment for translation purposes if required.
* To signpost parents and families to parent support services in Kildare.
* Identify and develop links with relevant local agencies, groups and organisations supporting the Ukrainian community to facilitate a coordinated approach to the delivery of parent supports
* To receive, respond to and/or refer incoming calls as appropriate
* To provide information to parents on Government programmes including ECCE, AIM & NCS
* To provide information/guidelines to parents on choosing childminding & childcare
* To refer parents to relevant websites including the HIVE, AIM, Tusla etc for information on services & service fees and government programmes
* To prepare, promote and support information events
* Address issues of social exclusion by participating in the development of appropriate initiatives
* Keep Kildare County Childcare Committee abreast of national and local developments
* Participate in the working groups and sub-committees of KCCC as directed
* Roll out specific designated actions allocated from the Local Implementation Plan as assigned
* Plan work, review progress and prepare reports in consultation with the Operational Team Lead

**REQUIREMENTS OF ALL KCCC STAFF**

* Be committed to the purpose and interests of KCCC.
* To work in accordance with the KCCC Mission Statement and ethos and within the codes of good practice that apply
* Actively engage and participate in support and supervision sessions, annual appraisals, training or other such activities that may be required
* Actively participate in staff meetings and reviews of the work of KCCC
* Be flexible in relation to hours of attendance to meet the needs of the work. Work during unsocial hours may be required
* Be committed to team working and be flexible in relation to taking on additional duties which may be required from time to time to meet team targets
* Be vigilant to any Safety, Health and Welfare hazards/risks in the workplace and bring any concerns to the attention of your Line Manager or the nominated Health & Safety Representative
* Participate in the efficient flow of information within KCCC by sharing and seeking information as appropriate
* Work in a confidential and professional manner at all times
* Staff may be required to take on nominated roles within the organisation such as Child Protection Person, Health & Safety Officer, First Aid Officer, Fire Safety Officer as appropriate and agreed with the Manager

*NOTE: This Job Description will be reviewed from time to time and updated in line with the needs of the work in relation to this position in KCCC*

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