

North Tipperary Development Company: LAES Caseworker (Part Time) (<https://www.activelink.ie/node/109393>)



Job Title: Local Area Employment Services Caseworker- Part-Time

Employer: North Tipperary Development Company (NTDC)

Reporting Relationship: Manager SICAP & LAES and the CEO of NTDC

Reporting Staff: Staff employed in the SICAP Programme

Location of Post: Nenagh

Closing Date for Applications: Wednesday 17th of July at 5pm

Date of Interviews: Not Agreed

Benefits offered by NTDC

- **Salary:** Competitive salaries in line with those in the public service.
- **Travel expenses:** Travel expenses are reimbursed at public service rates.
- **Annual Leave:** 25 days Prorated to the number of hours worked.
- **Pension:** Contributory pension benefits for long term staff.
- **Organisation Culture:** Positive working environment and proactive approach to professional development, reflective practice, and supervision.
- **Training & Development:** Opportunities to access training relevant to the role.

The Employer: North Tipperary Development Company (NTDC)

North Tipperary Development Company (NTDC) is a local development company responsible for the delivery of a range of rural enterprise, social inclusion, and community development initiatives in the Tipperary North County area.

The purpose of NTDC is to act as a voluntary, non-profit making, private limited company with a mission to promote social inclusion, promote economic development, increase employment and enterprise opportunities, and promote wider participation in voluntary activity for the people of the area.

The Programme:

The LAES is a new service funded by the Department of Social Protection which will be focused primarily on long term unemployed clients farthest from the labour market with barriers to labour market participation. This service forms part of the additional Public Employment Service capacity required to deliver on Pathways to Work 2021 – 2025 strategy.

The Role And Purpose Of The Job

The Caseworker works as part of a multi-disciplinary team to provide high quality one-to-one guidance, mediation, advice, job placement and aftercare service to those most distant from the labour market to enable them to progress to employment. Other progression routes are also explored to upskill job seekers, through education and training opportunities, in sectors where labour market demand exists

Main Duties

Preparing Clients for Employment through Delivery of Core and Targeted Services:

- Provide clients with confidential, individual career path planning and employment guidance, through a model of one-to-one engagement. This can be a combination of in person and virtual engagement
- Work with clients to develop and review a Personal Progression Plan (PPP)
- Motivate clients to engage and address challenges to their progression
- Deliver/facilitate group workshops as required
- Administer the Distance Travelled Tool as appropriate to clients' needs
- Link clients to targeted services based on clients' needs and abilities
- Build clients job seeking skills including CV preparation and interview skills
- Support the jobseeker to avail of appropriate and suitable education, training, employment opportunities
- Assist clients with registering and uploading CVs on various employment/recruitment websites particularly jobsireland.ie
- Liaise with relevant stakeholders e.g. LCFE, LCETB etc
- Match clients with employment vacancies in collaboration with ELO where appropriate
- Maintain detailed record of client interventions on the Department of Social Protection caseload management system
- Ensure data is recorded accurately and appropriately in BOMi or any other system in use
- Abide by all data protection regulations
- Achieve a specific set of key performance indicators on a weekly and monthly basis

Provide advice, guidance and support to clients during their initial 17 weeks of employment to ensure they sustain employment in the long term

- Refer clients to personal development, money management or other services as appropriate
- Liaise with internal programmes e.g. Tús, SICAP

Employer Engagement

- Promote the service among employers and employer groups in collaboration with Employer Liaison Officer.
- Identify potential employment opportunities.
- Highlight incentives for employing staff moving from the live register to employment
- Meet with employers on request by clients
- Participate in promotional event/jobs fairs as required

General

- Keep up to date with national employment focused policies/strategies e.g. Pathways to Work
- Be familiar with the operating guidelines of the LAES as set out by DSP
- Work collaboratively with other team members and services both within NTDC
- Assist with the evaluation of the service and in any research being undertaken.
- Provide oral and/or written reports as required
- Undertake any training required by the employer
- Participate in supervision
- Abide by all policies and procedures of NTDC
- Undertake any other tasks that may be assigned from time to time

The above Job Description 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.

Salary Scale €42,388- €50,883. The successful applicant will be offered a salary commensurate with qualifications and experience.

Hours of Work 17.5 hours per week.

Please see full Job Description & Person Specification attached below

How to Apply

Please complete the Official Application Form (attached below). They are available by contacting Kate Madden at kmadden@ntdc.ie (mailto:kmadden@ntdc.ie) or the NTDC website at www.NTDC.ie (http://www.NTDC.ie)

Please send completed applications forms to kmadden@ntdc.ie (mailto:kmadden@ntdc.ie)



Region

Nenagh, Co Tipperaray

Date Entered/Updated

8th Jul, 2024

Expiry Date

17th Jul, 2024

Attachment

Size

[LAES part-time Caseworkern \(002\).docx](#)

645.96
KB

[NTDC Job Application Form
Template.doc](#)

109.5 KB

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