

EmployAbility Cork: Job Coach / Employment Specialist **(<https://www.activelink.ie/node/112802>)**



JOB COACH / EMPLOYMENT SPECIALIST

Required for

EmployAbility CORK

We are a Supported Employment Service for job seekers with disabilities, mental health difficulties and members of the traveller community.

We currently have opportunities for the following roles within Employability Services (Cork) and will be in a position to create a panel from successful applicants.

- 3 full-time (39 hours) - Job Coach - Fixed term contract - Department of Social Protection Project
- 1 part-time (20 hours) - Job Coach - Fixed term contract - Traveller Community Project
- 1 full-time (39 hours) - Employment Specialist - Fixed term contract - HSE Project

Person Specification:

- Leaving Certificate or equivalent standard of education is essential
- Relevant Third Level Qualification is a distinct advantage in; Adult Guidance / Business / HR / Recruitment
- Experience of working with people with a disability and/or people with mental health difficulties
- An awareness of and familiarity with the issues relating to employment for those facing significant barriers to employment
- Ability to use independent judgement and to manage and impart confidential information
- Ability to handle crises that may arise unexpectedly
- Experience of using recruitment and employment principles, methods, techniques, and resources
- Excellent IT skills to include ability to use Microsoft Office, Cloud Technology, and other technologies through desktop sites via computer and remotely through mobile applications are essential
- Fluency in verbal and written English is an essential requirement of this post
- A high level of professionalism is required for this post, and confidentiality is of utmost importance
- **Full clean driving licence and means of transport is essential for the position**

DUTIES AND RESPONSIBILITIES

- Conduct an individual assessment to identify the client's career path
- Conduct meetings with the client and other stakeholders to determine the client's employment aspirations, experiences, abilities, skills, and potential obstacles to employment.
- Establish a rapport with the client and develop a positive working relationship.
- Ensure that the client is an active participant in all phases of their job search
- Identify potential employment opportunities
- Market EmployAbility Cork and its client's abilities to potential employers
- Prepare CV's to best market client's abilities to potential employers
- Source job interviews for the client and prepare them to succeed at interview
- Liaise with employers, negotiating terms and conditions of employment
- Act as an advocate for the client where necessary
- Provide supports to the employer, supervisor, and co-workers

- Mentor clients to help them become integrated and independent in the workplace
- Support employers to integrate their new employees into the workplace
- Assist in resolution of workplace issues for the client
- Report on a regular basis regarding client's progress
- Respond immediately when issues arise concerning the clients well being
- Maintain high professional standards and confidentiality at all times
- Provide full administrative reporting service based on client activity and progression
- Liaise with relevant organisations to support client's labour market needs
- Carry out any other function relevant to the position of Employment Facilitator as indicated from time to time

**Applications should be made by emailing current CV to:
info@employabilitycork.ie (<mailto:info@employabilitycork.ie>)**

Closing date for applications is 5pm Friday 17th January 2025

EmployAbility Cork is an equal opportunities employer



Region

Cork

Date Entered/Updated

19th Dec, 2024

Expiry Date

17th Jan, 2025

Source URL: <https://www.activelink.ie/vacancies/community/112802-employability-cork-job-coach-employment-specialist>