

Inspired: Job Coach & Support Worker **(<https://www.activelink.ie/node/113308>)**



Job Coach

Responsible to: Careers and Programme Co-Ordinator

About Inspired:

Inspired is a community-based service provider for young adults with ID, based in Tralee, Co. Kerry. Key to Inspired is its unique ethos. Our learning programmes, employment initiatives and community-based activities are fully participant-led. They are driven by the aim of affording participants a sense of agency, empowerment and self-determination. Through respectful collaboration and enabling participants to craft and design their own personalised progression plans, we facilitate adults with ID to reach their full potential and forge enriching and valued roles in society.

Contract Job Purpose:

As a key member of the Inspired Programme delivery team, the Job Coach will lead the engagement of participants, helping them identify their vocational and transition goals, as well as any training and support needs. This role is responsible for developing relevant work experiences, work placements, and sustainable education, training, and employment opportunities. Additionally, the Job Coach will engage employers, identify work experience and job placement opportunities, and support participants in becoming fully included in the workplace. The position also involves monitoring and evaluating participant progression to ensure effective development.

Key Relationships:

Career and Programme Coordinator, Job Coaches, Colleagues, Participants, Parents, School Management & Staff, Employers, Education & Training Providers. The Job Coach will also maintain strong working relationships with local education providers, employers, and other relevant stakeholders.

Job Type:

- Full Time – 37 hours
- 1 year contract (The candidate must be available to complete the whole one-year contract)

Schedule: Monday – Friday (with occasional weekend work when required)

Start Date: As soon as possible (subject to Garda Vetting and Reference Checks)

Salary Range: €32,000 – €35,500

Qualifications, Knowledge & Experience:

- Relevant 3rd level qualification/ Training or coaching qualification.
- Two years' experience in a similar role working as a careers or employment coach or in Supported Employment.
- Experience in One to One Coaching to reach a goal and achieve results.
- Experience in Supported Employment
- Proficient in building sustainable working relationships and networking.

- Excellent verbal and written communication skills.
- Ability to train and supervise volunteer Inspired Mentors.
- Candidate details will be submitted for Garda Vetting.
- International Vetting required if candidate has lived outside of the jurisdiction for a period of 3 months or more.
- Ability to work under own initiative.
- References must be available upon request.

Essential Criteria:

- Willingness to travel to key stakeholder sites to develop opportunities for participants.
- It is essential that applicants hold a full clean driving licence (i.e. not provisional). This is mandatory for this position.

Roles & Responsibilities:

Career and Vocational Support:

- Assist participants in exploring individual career goals, aligning them with their aspirations, interests, skills, and abilities.
- Conduct assessments to evaluate participant interests, skills, qualifications, motivation, and support needs.
- Support participants in developing their vocational profiles and career progression plans for post-school transitions.
- Collaborate with the programme delivery team to design and deliver training and development activities tailored to participant needs.

Workplace Preparation:

- Conduct workplace assessments prior to job placements, including job profiling and task analysis.
- Develop job profiles that meet both employer needs and participant capabilities, considering individual skills and preferences.
- Prepare detailed task analyses and identify vocational goals to integrate into participant training and development plans.
- Provide support to participants in learning and carrying out tasks as outlined in their job profiles, assessing their ability to perform independently.

Employer and Workplace Integration:

- Develop and deliver training materials and supervision plans for Volunteer Inspired Mentors.
- Support participants in integrating into the workplace, fostering natural support systems with co-workers to ensure full inclusion.
- Assist participants in understanding job requirements, timekeeping, attendance, and other work-related duties.
- Identify and address any training needs to support ongoing employment (e.g., travel, time management, social skills, task performance).

Monitoring and Evaluation:

- Continuously monitor and evaluate participant performance and progress in the workplace, providing appropriate support to ensure sustained development.
- Maintain contact with employers and participants following a successful transition into work placements or paid employment to enhance long-term sustainability.
- Conduct health and safety pre-placement audits according to company procedures.
- Contribute to participant reviews and ensure proper record-keeping and monitoring of activities.

Collaboration and Stakeholder Engagement:

- Liaise with parents, teachers, employers, and training staff to provide consistent support for participants.
- Engage with local stakeholders such as Education & Training Boards, INTREO offices, Chambers of Commerce, Employment Partnerships, and Local Authorities.
- Attend relevant job fairs and recruitment events to promote placement and employment opportunities.

Administrative and Compliance Duties:

- Ensure all administrative tasks related to the role are completed within the agreed timeframes and to the required level of accuracy.
- Ensure that participant training and development activities are conducted safely and in accordance with all relevant policies and procedures.
- Maintain confidentiality of participant information and business-related matters, only sharing details with proper authorisation.
- Stay updated with training and professional development activities in line with Inspired's needs.
- Always adhere to Inspired's policies and procedures, ensuring professional conduct at all times.

Other

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Trust In Care Policy

Inspired adheres to the Trust in Care Policy whereby staff have a duty of care to protect participants from any form of behaviour which violates their dignity and to maintain the highest possible standards of care. Trust in Care outlines the policies and procedures which are in place to manage the risks that have been identified. Inspired staff will be expected to adhere to this policy.

What we offer:

- Job Type: Full-time
- Competitive salary
- Career progression opportunities
- Work/life balance
- 29 days paid annual leave (Pro Rata Basis)
- Employee Assist Programme offering advice and counselling
- Paid mandatory training
- Employee Pension Plan
- Statutory Sick Pay
- Schedule: Monday to Saturday
- Work Location: On site, participant facing role, in Tralee with travel where required.

**Applicants can apply with CV and Cover letter to [info@inspired.ie \(mailto:info@inspired.ie\)](mailto:info@inspired.ie)
Application end date is 7th February 2025**

Support Worker

Responsible to: Day Services Coordinator

Job Type:

- Full Time – 32.5 hours
- 1 year contract

Contract Job Purpose:

Inspired are seeking an experienced Support Worker to join their team of professionals.

Key Relationships:

Qualifications, Knowledge & Experience:

- Excellent verbal and written communication skills.
- Ability to work under own initiative.

Essential Criteria:

- It is essential that applicants hold a full clean driving licence (i.e. not provisional). This is mandatory for this position.

Start Date: As soon as possible (subject to Garda Vetting and Reference Checks)

Schedule: Monday – Friday (with occasional weekend work when required)

Start Date: As soon as possible (subject to Garda Vetting and Reference Checks)

Salary Range: €26,000 – 28,000

Roles & Responsibilities:

- Promote and become actively involved in teamwork by creating and nurturing a supportive environment for the participants.
- Facilitate and implement a person-centred service appropriate to the needs, wishes and requirements of the participants.
- Provide personal assistance in all aspects of personal care and manual handling, ensuring comfort and hygiene of participants and always adhering to safe practice and risk assessments.
- Ensure that all interactions with participants are approached with dignity, respect, equality, and empowering personal choice.
- Provide social, emotional, and environmental supports to ensure the happiness, health, and safety of the participants.
- Prepares and completes required documentation in compliance with Inspired policies and organisational standards.
- Support and assist individuals to achieve meaningful and valued social roles in their community.
- Assist the participants to access community services, public/local transport systems; libraries and other public facilities of interest. Support the participant to develop skills in using public and community services as independently as possible.
- Support participants in carrying out their assigned tasks and activities.
- Supervise participants at break-times together with other staff and assist in leisure and extracurricular activities as required.
- Regularly report to group leaders on progress, performance, needs, concerns, and incidents.
- Perform housekeeping duties as required, e.g. cleaning, tidying etc.
- Work within the framework of the overall objectives and ethos of Inspired.
- Always maintain the confidentiality.
- Maintain professional behaviour and a demeanour appropriate for collaborating with vulnerable persons.
- Pursue staff training and professional development opportunities to enhance service quality and outcomes; maintain compliance with training requirements.
- Follow all Inspired policies and procedures.

While travelling with participants:

- Assists the participants entering and exiting the vehicle safely.
- Assists participants in the loading and unloading of bags etc safely.
- Ensuring all participants have their seat belt fastened safely and assisting with their seat belt when required.
- Remains alert to monitor the welfare of participants while in transit.
- Responsible for immediate reporting of incidents accidents or near misses.
- Cooperates and communicates with group leaders regarding any concerns for the participants while travelling on the Inspired bus.
- Conducts emergency evacuation from the vehicle if an incident occurs.

Other

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Trust In Care Policy

Inspired adheres to the Trust in Care Policy whereby staff have a duty of care to protect participants from any form of behaviour which violates their dignity and to maintain the highest possible standards of care. Trust in Care outlines the policies and procedures which are in place to manage the risks that have been identified. Inspired staff will be expected to adhere to this policy.

Candidate Requirements:

- Candidates must have a minimum of two years experience in a similar role.
- References must be available upon request.
- Candidate details will be submitted for Garda Vetting.
- International Vetting required if candidate has lived outside of the jurisdiction for a period of 3 months or more.

What we offer:

- Job Type: Full-time @ 32.5 hours
- Competitive salary
- Career progression opportunities
- Work/life balance
- 29 days paid annual leave (Pro Rata Basis)
- Employee Assist Programme offering advice and counselling
- Paid mandatory training
- Employee Pension Plan
- Statutory Sick Pay
- Schedule: Monday to Friday
- Work Location: On site, participant facing role, in Tralee with travel where required.

Applicants can apply with CV and Cover letter to info@inspired.ie (<mailto:info@inspired.ie>)
Application end date is 7th February 2025

Region

Tralee, Co Kerry

Date Entered/Updated

22nd Jan, 2025

Expiry Date

7th Feb, 2025

Source URL: <https://www.activelink.ie/vacancies/community/113308-inspired-job-coach-support-worker>