

Turas Nua: Employability Job Coach x 2 - Kildare Region **(<https://www.activelink.ie/node/114289>)**



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JOB TITLE: Employability Job Coach

DEPARTMENT: Employability

REPORTING TO: Employability Coordinator

PURPOSE OF ROLE

As the Employability Job Coach, your primary responsibility is to lead the delivery of the EmployAbility contract at a local level within the county of Kildare. As a Job Coach you will provide support, mentoring, and coaching to ensure our clients receive exceptional service.

ABOUT DEPARTMENT

EmployAbility assists individuals with disabilities in securing employment and provides ongoing support, including job coaching. Managed by Turas Nua, an Irish Cooperative social enterprise within the FRS Network, we have been serving rural communities since 1980.

KEY RESPONSIBILITIES:

- Manage a caseload of 25 clients at any one time.
- Undertake employment assessments and career planning with participants to assess their employment goals, skills, and establish individual employment plans.
- Meet with clients regularly and as required to determine their employment aspirations, experiences, abilities, skills, and potential obstacles.
- Establish a rapport with clients and develop positive working relationships, ensuring they are active participants in all phases of the job placement process.
- Be proactive in working with employers to source and secure employment opportunities for participants.
- Design proactive job development strategies as needed, to help participants secure employment opportunities.
- Work with clients and employers to negotiate appropriate workplace adjustments.
- Complete environmental analyses to assess whether workplaces will be supportive environments for clients who may need some level of ongoing support from their co-workers.
- Arrange and attend job interviews for clients.
- Act as an advocate for clients where necessary.
- Provide in-person and/or phone support to employers, supervisors, and co-workers where necessary.
- Respond immediately when issues arise concerning clients' wellbeing.
- Always maintain high professional standards and confidentiality.
- Work autonomously and flexibly as required, which may include some work outside of normal office hours.
- Maintain professional relationships with clients, staff, and employers, with particular attention to confidentiality and the maintenance of boundaries.
- Record the progress of individuals using the organisation's reporting systems and keep accurate and complete records of casework with them.
- Possess a relevant third-level qualification or qualify through experience.
- Experience working with individuals with disabilities.
- Understanding of local/ national services for people with disabilities.

- Fluent in written and spoken English.
- Excellent attention to detail.
- Hold a full clean driving licence, with access to a car being essential for this position.

To Apply:

Please send up to date CV to karen.hogan@turasnua.ie (mailto:karen.hogan@turasnua.ie) When candidates are sending their CV to please specify what location you are applying for.

Closing date: 02/04/2025

Office base: Newbridge

Region

Newbridge, Co Kildare

Date Entered/Updated

10th Mar, 2025

Expiry Date

2nd Apr, 2025

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