

Employability Galway: Employment Facilitator **(<https://www.activelink.ie/node/114659>)**



Employability

Employment Facilitator

Background Information:

We are Intreo Partners providing a Supported Employment Service for job seekers with disabilities, and mental health difficulties in Galway City and County. We currently have a Fixed Term Contract position for an Employment Facilitator in our company.

Duties and Responsibilities:

- Liaise with Intreo Employment Services / Local Employment Services and identify job seekers that require our support to find employment
- Conduct an individual assessment to identify the clients 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 Galway 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
- Secure jobs for clients
- Liaise with employers, negotiating terms and conditions of employment and providing on the job training for clients
- Act as an advocate for the client where necessary
- Provide supports to the employer, supervisor, and co-workers
- Provide on-the-job training and assistance to the client throughout the job placement
- 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 client's wellbeing.
- Maintain high professional standards and confidentiality at all times
- Liaise as necessary with DSP on client activity and progression
- Participate in training and development programmes
- Participate in continuous improvement process within EmployAbility Galway
- Provide full administrative reporting service to Intreo 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

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 / Sales / Marketing / Technology related studies
- Experience of working with people with disabilities is desirable however the ability to communicate with job seekers

with disabilities and their families is essential

- Ability to show sensitivity towards job seekers needs, and empower them to succeed in the workplace
- Excellent sales, PR, marketing, and negotiation skills
- Ability to be innovative and resourceful
- 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
- Knowledge of Employment Legislation
- Excellent IT skills to include ability to use Microsoft Office, CRM, 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
- Fluency in Irish, with the ability to conduct duties via Irish, is desirable but not essential
- A high level of professionalism is required for this post, and confidentiality is of utmost importance
- **Full clean Irish driving licence and own transport is essential for the position**

Job Location: EmployAbility Galway, Unit 13 SCCUL Enterprise Centre, Castlepark Park, Ballybane, Galway H91 A89V

Hours per week: 35

Annual Leave: 26 days

Website: www.employabilitygalway.ie (<http://www.employabilitygalway.ie>)

Applications should be made by emailing current Curriculum Vitae to:

Peter McWilliams at: jobs@employabilitygalway.ie (<mailto:jobs@employabilitygalway.ie>)

Closing Date: 5pm Monday 14th April



Region

Ballybane, Galway

Date Entered/Updated

25th Mar, 2025

Expiry Date

14th Apr, 2025

Attachment

[Employment Facilitator Job Specification EAG March 2025.pdf](#)

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