

**The Board of Louth Local Development invites applications from suitably qualified and experienced persons for the following Post:**

 **Panel of Case Officers – Employment Services**

**Our Mission: Louth Local Development will promote, assist and engage in social development and enterprise development to facilitate rural and urban regeneration and community development designed to benefit and promote the welfare of local communities to deal with the causes and consequences of social and economic**

|  |  |
| --- | --- |
| **Title** | Case Officers – Employment Services |
| **Status** | Fixed Term Contract  |
| **Location** | Based in Navan & also serving Dundalk, Drogheda |
| **Reporting to** | Employment Service Manager  |
| Salary | €34,351 - €49,658 (DOE) |
| **Note:**  | This is a full-time post and not open to job share  |

**Role Description**

***1. Role Purpose –*** The Case Officer is required to work as part of a staff team implementing objectives and actions set out under our contract with the Department of Social Protection and Louth Local Development’s Annual Programme of Work.

|  |
| --- |
| ***2. Duties of the Role -*** The role of the Case Officer is to provide clients with a confidential, individual career path planning, guidance and counselling service on a caseload basis. The role will entail performing the following duties: |
| **Guidance**  | * Provide an adult guidance service for long term unemployed and other target groups on a one to one basis,
* To develop and plan individual career path progression routes
* Enable clients to develop employability skills, including CV preparation, interview skills and letters of application.
* Facilitate group sessions on employment topics to compliment the one to one guidance process.
* To meet targets set out by funders in relation to outcomes with unemployed clients
 |
| **Stakeholders**  | * Refer to other agencies for additional supports for clients
* Liaise with local employers to identify opportunities for clients
* Develop local employer relationships
* Collaboration with local community groups including some potential outreach work at these sites
 |
| **Team Work**  | * Work closely as a team and colleagues across the organisation
* Participate in professional & organisational training and development
* Adhere to Professional Standards and Code of Ethics in the Company
 |
| **Reporting**  | * Report generation
* Update internal database
* Collate, monitor and present information on programme
* Ensure confidentiality and integrity are maintained in the guidance worker-client relationship.
 |

|  |
| --- |
| ***Qualifications/Knowledge and Expertise:*** The Case Officer will be able to demonstrate practical experience of employment and education issues affecting individuals and communities. A third level qualification is required for this position. |
| **Skills and Attributes**  | **Essential**  | **Desirable**  |
| **Qualifications** | * Educated to standard QQI level 7
 | A QQI level 8 certificate / diploma in Adult Guidance or Human Behaviour disciplines |
| **Knowledge**  | * Knowledge of labour market trends and opportunities
* Must have knowledge and understanding of the factors impacting unemployed individuals seeking work
 | Clear understanding of the Irish Public Employment Service |
| **Competencies**  | * Awareness of the challenges faced by those most distanced from the labour market
* The ability to demonstrate excellent written and oral communication, as well as facilitation and presentation skills
* Computer literate in Outlook 365, MS Office and Teams with experience in data base management
* Flexible and creative in developing responses to client needs
 |  |
| **Expertise**  | * Experience in working with individuals in a one-to-one setting
* Experience with developing relationships with key stake holders which can include statutory bodies, employers and other industry sectors
 | 3 year’s experience working within guidance, employment services and or programmes, recruitment, psychology  |

|  |  |
| --- | --- |
| **Terms**  | * This post is offered on a five-day week basis, its continuance is subject to funding from our funders.
* A panel will be formed of suitable applicants for immediate and future posts.
* Applicants must have full clean driving licence and transport and be able to travel between offices
* Location of the post holder will be in Intreo Partners Employment Service, Navan. You will be required to work across our office network. We reserve the right to relocate you to any of our offices with due notice.
 |

|  |  |
| --- | --- |
| **Application Process**  | * Applications must be made by emailing CV and cover letter outlining your suitability for the post to sonya.hyland@lldc.ie.
* Closing date for receipt of applications is 12.00 noon on 28th March ,2025 (no late applications will be accepted). Interviews will take place week beginning 31st March. You will be advised of the outcome of your application in writing
* Louth Local Development CLG is an equal opportunities employer
 |

This post is funded by the Department of Social Protection

