



EMPLOYMENT FACILITATOR – FIXED TERM CONTRACT

Required for

EMPLOYABILITY GALWAY

We are an Intreo Partner providing 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

Employability Galway

Unit 13 SCCUL Enterprise Centre, Castlepark Road, Ballybane, Galway H91 A89V

091 781231 / 086 3800444



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 driving licence and means of transport is essential for the position**

Applications should be made by emailing current Curriculum Vitae to:

Peter McWilliams at:

jobs@employabilitygalway.ie

Closing date for applications is 5pm Monday 14th April 2025

EmployAbility Galway is an equal opportunities employer