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Wicklow Employability Service Ltd.

Job Description

Job Title: Job Coach

Reporting relationship: Reports to Wicklow Employability Service Manager

Key Working Relationships: Board of Management, Manager, Job Coaches, Jobseekers, Employers, Department of Social Protection, Service Providers and other stakeholders.

Office Locations: Bray, Arklow, Wicklow & West Wicklow

Position: Bray Office

Hours: 3/4 days per week

Salary: 9 point salary scale applies to a maximum salary of €46,500 per annum (pro rata for part time employment)

Duties & Responsibilities:

The Job Coach will work on a one-to-one basis with a caseload of Jobseekers and guide them through the process of supported employment. This will include:

* Conducting an evidence-based Employment Needs Assessment to identify the Jobseekers skills, competencies, aptitudes and capacity and barriers to employment
* Developing a personalised Individual Employment Plan which identifies future employment goals, agreed actions to overcome the barriers to employment, the identification of appropriate work experience, training, and employment
* Conducting one to one review meetings on a regular basis with Jobseekers
* Liaising with family and other services if appropriate and with jobseekers consent
* Informing Jobseekers about welfare, support services and education and training support and signpost to other relevant services.
* Providing ‘In Employment ‘support to Jobseekers and Employers
* Liaising with the Department of Social Protection Employment Services and identify suitable Jobseekers for the service.
* Establishing a relationship with the Jobseeker and developing a positive working relationship.
* Ensuring that the Jobseeker is an active participant in all phases of the process
* Identify potential employment opportunities through accessing existing data, conducting an employment survey, and networking
* Marketing the Supported Employment Programme, Jobseeker abilities and incentives to Employers
* Completing a Job analysis through observing a skilled worker completing the job and identifying appropriate instructional strategies
* Completing an environmental analysis to access whether the workplace will be a supportive environment for a Jobseeker who may need some level of ongoing support from co-workers
* Arranging job interviews for the Jobseeker and supporting at job interviews if required
* Acting as an advocate for the Jobseeker where necessary
* Providing supports to the employer, supervisor, and co-workers including Disability Awareness Training
* Researching and assisting with transport options for the Jobseeker
* When required, training and assisting the Jobseeker throughout the job placement ensuring tasks are completed in accordance with employer standards
* Reporting on a regular basis regarding Jobseeker progress
* Responding immediately when issues arise concerning the jobseekers well-being
* Always maintaining high professional standards and confidentiality
* Participating when required in case conferences, training, and development programmes
* Providing full administrative reporting service to the Department of Social Protection based on Jobseeker activity and progression.
* Maintaining up to date accurate records
* Any other duties assigned from time to time.

Person Specification

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|  | Required | Desirable |
| Qualifications & Training | Leaving Certificate or equivalent or substantial relevant work history | Qualification in Social Care, Psychology, Health, Adult Guidance, HR or similar related field |
| Experience, Knowledge & Skills | Knowledge of Supported Employment  Awareness of the barriers facing individuals with disabilities when sourcing employment  Excellent IT Skills – proficient in MS Word, MS Excel, Email, Internet  Thorough knowledge of jobseeking including CV preparation  Fluency in verbal and written English  Attention to detail  Strong data entry skills | Previous experience working with people with disabilities, health conditions or other disadvantaged groups  Previous experience working in Recruitment/ Training/Education  Previous experience working in a supportive role  Knowledge of social welfare entitlements  Knowledge of disabilities & health conditions |
| Personal Attributes & Competencies | Ability to work independently & use own initiative  Ability to network and build positive professional relationships  Strong empathy and the motivation to assist individuals in reaching their potential  Excellent communication skills  Problem solving skills |  |
| Special Requirements for the role | Full Clean Driving License & access to a car  Garda Vetting will be required as part of the recruitment process |  |