

Mid West Local Area Employment Service Caseworker

Employer:	Clare Local Development Company
Job Title:	Local Area Employment Service Caseworker
Reports to:	Local Area Employment Service Co-ordinator & CLDC SICAP Coordinator
Main Purpose:	The Caseworker works as part of a multi-disciplinary team to provide high quality one-to-one guidance, mediation, advice, job placement and aftercare service to those most distant from the labour market to enable them to progress to employment. Other progression routes are also explored to upskill job seekers, through education and training opportunities, in sectors where labour market demand exists.
Terms & Conditions of Work	
Hours:	35 hour working week
Nature of Contract:	Fixed term full-time

Main Duties

Preparing Clients for Employment through Delivery of Core and Targeted Services:

- Provide clients with confidential, individual career path planning and employment guidance, through a model of one-to-one engagement. This can be a combination of in person and virtual engagement
- Work with clients to develop and review a Personal Progression Plan (PPP)
- Motivate clients to engage and address challenges to their progression
- Deliver/facilitate group workshops as required
- Administer the Distance Travelled Tool as appropriate to clients' needs
- Link clients to targeted services based on clients' needs and abilities
- Build clients job seeking skills including CV preparation and interview skills
- Support the jobseeker to avail of appropriate and suitable education, training, employment opportunities
- Assist clients with registering and uploading CVs on various employment/recruitment websites particularly jobsireland.ie
- Liaise with relevant stakeholders e.g. LCFE, LCETB etc
- Match clients with employment vacancies in collaboration with ELO where appropriate
- Maintain detailed record of client interventions on the Department of Social Protection caseload management system
- Ensure data is recorded accurately and appropriately in BOMi or any other system in use

- Abide by all data protection regulations
- Achieve a specific set of key performance indicators on a weekly and monthly basis
- Provide advice, guidance and support to clients during their initial 17 weeks of employment to ensure they sustain employment in the long term
- Refer clients to personal development, money management or other services as appropriate
- Liaise with internal programmes e.g. Tús, SICAP

Employer Engagement

- Promote the service among employers and employer groups in collaboration with Employer Liaison Officer
- Identify potential employment opportunities
- Highlight incentives for employing staff moving from the live register to employment
- Meet with employers on request by clients
- Participate in promotional event/jobs fairs as required

General

- Keep up to date with national employment focused policies/strategies e.g. Pathways to Work
- Be familiar with the operating guidelines of the LAES as set out by DSP
- Work collaboratively with other team members both within Clare Local Development Company and with LAES Lead contractor (PAUL Partnership) and LAES Sub-contracting organisations
- Assist with the evaluation of the service and in any research being undertaken.
- Provide oral and/or written reports as required
- Undertake any training required by the employer
- Participate in performance reviews
- Abide by all policies and procedures laid down by CLDC.
- Undertake any other tasks that may be assigned from time to time

PERSON SPECIFICATION	Essential	Desirable
Knowledge		
<ul style="list-style-type: none"> • A suitable 3rd level qualification at QQI level 7 or above or a commitment to achieving same • Excellent understanding of the issues surrounding the integration of short/long-term unemployed people into the labour market • Excellent knowledge of education/training systems and programmes including recent labour market initiatives • Knowledge of the range of services/supports available to assist jobseekers to access relevant employment opportunities • Understanding of national policies related to employment • Excellent understanding of Irish social welfare system 	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p>
Experience		
<ul style="list-style-type: none"> • Minimum of 3 years' experience working with jobseekers or disadvantaged adults • Ability to work under pressure, plan and prioritise workload • Experience of interagency liaison. • Experience with an ICT system that supports client management 	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>
Skills		
<ul style="list-style-type: none"> • Excellent IT skills • Networking skills (both internal and external) • Presentation skills • Fluent Irish Speaker 	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>
Attributes		
<ul style="list-style-type: none"> • Team worker and effective collaborator • Excellent communicator • Adaptable and responsive • Accountable and demonstrates leadership • Capacity to plan effectively and be innovative 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	

Appendix 1 Additional Information

Tenure	The contract is subject to continued funding from the Department of Social Protection.
Working Week	The standard working week is: Monday to Friday 9am to 5pm This is a full-time contract of 35 hours. Agreed attendance at meetings and events after working hours may form a part of this post and will be compensated for in accordance with the companies' policy on Time-in-Lieu.
Salary	Salary is on an 8 point scale: €39,633 – €47,717.
Retirement Age	Clare Local Development Company staff members must retire on the last working day prior to the birthday on which they reach State Pension Age. This is subject to any changes in Government Policy on the issue of Retirement Age. If funders for particular positions impose an earlier retirement age then that earlier retirement age will apply to that position.
Annual Leave	Annual Leave for this position is 21 days per annum
Probation	A probation period of 9 months will apply
Garda Vetting	This position does not require Garda Vetting
Other	Car Owner with full driver's licence Candidates will be placed on a panel for future positions within the CLDC LAES service. Canvassing will disqualify.



EUROPEAN UNION
Investing in your future
European Social Fund



Rialtas na hÉireann
Government of Ireland



The Social Inclusion and Community Activation Programme (SICAP) is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Union under Programme for Employability, Inclusion and Learning (PEIL) 2014-2020

Social Inclusion &
Community Activation
Programme