**Caseworker / Employment Guidance Officer Job Specification**

**The LAES Caseworker / EGO will:**

* Provide clients with an individual career path planning and employment guidance service on a caseload basis
* Work as an integrated member of the LAES team with the aptitude to use own initiative when required as well as working co-operatively as part of a team
* Possess an understanding and appreciation of the needs and issues of the long term unemployed in rural areas.
* Possess the relevant experience/vocational skills and educational qualifications to execute the job in a professional manner
* Have good communication and negotiation skills and proven experience in inter-agency work
* Good administration, I.T, organisational and time management skills
* Have an ability to adapt quickly and efficiently to a changing work environment
* Relevant work experience and/or a third level qualification i.e. Adult Guidance, Community Studies, Addiction Studies, Recruitment, Human Resources etc. and a willingness to pursue further study

**Key Tasks**

* To provide a service and build a caseload of all referrals from DSP
* To facilitate and enable all clients within the defined target groups to access Employment, Training & Education opportunities which will facilitate the progression of the client into appropriate employment and economic independence
* To work on a one to one with clients, work in a friendly, welcoming and person-centered environment
* To proactively engage with clients online to provide virtual guidance and support as required
* To ensure the highest standards of integrity and confidentiality are maintained in the EGO-client relationship
* To ensure client expectations are grounded in reality and confront unrealistic expectations
* To work with difficult -to-place job seekers
* To refer clients to appropriate support services as required
* To maintain caseload records and to build a case study portfolio and general statistical information
* Provide group training to clients in your area of expertise
* Provide after placement guidance support to employers and clients placed in jobs
* To assist clients to prepare for job interviews
* Meet targets as defined in our Key Performance Indicators, and in line with our clients Personal Progression Plan
* To build a client base of local employers who provide work at the level appropriate to clients aspirations, experience and educational background
* Work to influence employers to adopt a positive attitude to clients as potential employees and make them aware of employer supports available
* Build and maintain links with a network of agencies to best support the client group
* Provide in-employment supports to both clients and employers
* The person is responsible on a day-to-day basis to their supervisor and will carry out such tasks and duties as may be assigned within the development of the overall Partnership Programme of Activities

**Person Specification for the LAES Case Worker / EGO**

#### The ability to work with the Long Term Unemployed people, and have a knowledge of the barriers faced by those in rural areas in accessing work opportunities.

#### The willingness and ability to work in a friendly and welcoming manner.

#### The aptitude to work on your own initiative when required as well as working co-operatively as part of a team.

#### The communication skills to work with the target groups of Galway City Partnership along with colleagues in the organisation

#### Possess an understanding and appreciation of the needs and issues of the target groups of the Galway City Partnership along with the related Social Inclusion issues, with a particular emphasis on those in rural areas.

#### The ability to complete all the key elements as required within the specific position applied for.

#### Possess the relevant experience/vocational skills and educational qualifications to execute the job in a professional manner.

#### Have good communication and negotiation skills and proven experience in inter-agency work

#### Good administration, I.T, organisational and time management skills.

#### An ability to adapt quickly and efficiently to a changing work environment

#### Fluency in the Irish language, and a knowledge of the Connemara area

#### Own transport and a full drivers licence

#### Relevant work experience and/or a third level qualification relevant to the work of an Employment Guidance Officer i.e. Adult Guidance, Community Studies, Addiction Studies, Recruitment, Human Resources etc. and a willingness to pursue further study

#### Hours of Work: 17.5 hours per week Location of Service: Connemara, Co. Galway

#### Appointment: Subject to Reference checks, being medically fit to carry out the role and Board ratification.

#### Galway City Partnership / LAES is an equal opportunities employer, we welcome applications from all members of the community.