# EMPLOYMENT FACILITATOR – FIXED TERM CONTRACT

Required for

**EmployAbility Galway**

We are a Supported Employment Service for job seekers with disabilities, and mental health difficulties and we are funded by the Department of Social Protection (DSP). 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

**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](mailto:jobs@employabilitygalway.ie)

**Closing date for applications is 5pm Monday 19th September 2022**

*EmployAbility Galway is an equal opportunities employer*

