

JOB DESCRIPTION



Job Title: Employment Project Resource Worker (x2)	Department: Client Services	Reports to: Mary Cawley Project Manager
Hours: 15-22.5 hours	Location: <ul style="list-style-type: none"> • HQ, Cork • Eastern Region 	Contract Term: Until 31/12/2028

Purpose of Role

Irish Guide Dogs for the Blind’s Employment Project aims to improve employment outcomes for participants who are blind or vision impaired. Funding for the project is provided by Pobal under the WorkAbility government initiative that will run for the next five years.

The purpose of the Employment Project Resource worker is to support participants to obtain suitable employment, training and or education.

Key Responsibilities

Client Support Functions

- Train and support project participants ensuring individuals are as independent as possible performing his/her job duties.
- Long cane mobility training for project participants.
- Independent Living Skills training for participants.
- Provide or source training and support with issues that may impact job readiness and performance.
- Provide ongoing case management for the duration of the role for clients ensuring the access to resources as required.
- Maintain positive business relationships with management/owners of businesses where clients are placed to ensure ongoing satisfaction.
- Develop and carry out access audits and reports of work sites, as needed.
- Taking a person-centered approach, create individualised plans with participants to achieve identified goals.
- Work with established links within the organisation to identify employment sources and further identify sources independently.
- Identify and create opportunities for project participants.

This list is non-exhaustive, and any further responsibilities will be communicated to you from your manager.

Values and Behaviours

IGDB places great emphasis on how people get the job done. For example, we need people who are passionate about enabling people who are vision-impaired and families of children with autism to lead better lives and become more mobile and independent. Employees are expected to achieve these standards to fully meet the expectations of their role.

Values and behaviours	Description
Respect	Treats Clients, Colleagues and Volunteers with equal respect. Is open-minded and tolerant of different views.
Teamwork	Supports a team environment which promotes wellbeing and maximises personal effectiveness. Communicates clearly and effectively with others.

	Strives to be supportive, consistent, and professional with Clients, Colleagues and Volunteers.
Optimism	Is solution-focused and looks to bring a positive attitude to challenges. Celebrates wins and encourages others to do the same. Does not fear failure – believes we can all learn lessons for the next time together.
Conscientiousness	Takes pride in what is done and how it is done. Always presents a professional and capable manner in all tasks that are completed. Has a clarity of purpose, sets a good example for others. Is accountable for what is done and takes ownership for achievement.
Integrity	Leads by example. Is fair and consistent when working with Clients, Colleagues and Volunteers. Takes ownership of achievements and responsibility for failure.
Excellence	Strives to continuously improve own performance.

Person Specification

Essential

A recognised qualification appropriate to the field at BA level such as social studies, community work, health or social care or psychology.

- Experience with orientation and mobility training and confidence building.
- Candidates must have 3 years prior experience of working with people who are blind or vision impaired.
- Detailed understanding of current policy and developments at national level.
- Experience in the field of rights promotion and in working with service users to assess quality in services.
- Candidates must be able to demonstrate flexibility, creativity, and team-working skills, together with an enthusiasm for the post.
- Excellent communication skills with facilitation an advantage.
- Excellent report writing skills, experience with CRM systems is preferred.
- Willingness to work flexible hours to meet client needs.
- Strong time management skills, detail-oriented.
- Proficient in Microsoft Office.

Special Conditions

- The role requires a person-centered approach. The applicant will require access to private or public transport and will need to travel as part the role. Must be eligible to work in Ireland and EU.
- Subject to full Garda (Police) vetting.

To apply, please send the below information to Recruitment@GuideDogs.ie

- Up-to-date CV
- Cover letter highlighting your specific areas of interest and skill sets

The closing date for applications is 30/05/2024. Irish Guide Dogs for the Blind is an equal opportunity employer