

Job Description

Job Title: Employment Project Resource Worker	Department: Client Services	Reports to: Project Manager
Hours: 15	Location: <ul style="list-style-type: none"> • Cork or Dublin • 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 three years.

The role 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.
- Provide or source training and support with issues that may impact job readiness and performance.
- Develop case management plans for the duration of the programme for each client, monitoring progress and ensuring access to resources, as required.
- Identify participants' needs and goals and work towards tackling barriers limiting participants to employment/education.
- Maintain positive business relationships with management/owners of businesses where clients are placed to ensure ongoing satisfaction.
- Taking a person-centred 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.
- Provide intensive job search support.

Business Development Functions

- Widely promote the concept and benefits of the Employment Project to employers in the private and public sectors.
- Identify and engage with organisations to become employers of the project.
- Help develop and execute an effective campaign to grow employer participation in the project.
- Inform and enlighten employers on the supports available to them when recruiting a visually impaired individual.
- Where necessary, cold call companies and identify the hiring manager or HR contacts and discuss talent pool available in their area.
- Liaise with organisations affiliated with visually impaired individuals to increase pool of participants.
- Attend industry partner meetings, networking events and industry events to profile the POBAL Programme.

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.
- Detailed understanding of current employment policy and developments at national level.
- Experience in the field of rights promotion and in working with service users to assess quality in services.
- 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.
- Possess good problem-solving skills and resourcefulness.
- The ability to think outside the box and demonstrate a positive 'can-do' attitude.
- Proficiency in Microsoft Office.
- Candidates must be able to demonstrate flexibility, creativity, and team-working skills, together with an enthusiasm for the post.

Special Conditions

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

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

Irish Guide Dogs for the Blind is an equal opportunity employer



Rialtas na hÉireann
Government of Ireland



Arna chomhchistiú ag
an Aontas Eorpach

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