

Job Title:	Case Worker (Full Time 35 hours)	
Reporting To:	Sligo Leitrim Local Area Employment Service (LAES) Manager	
Main Purpose of Role:	The Caseworker will be required to work as a member of the Leitrim LAES team to provide services to long-term unemployed people and employers in the region.	
Conditions of Work:	<ul style="list-style-type: none"> • This recruitment competition is being run to form a panel from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. • Sligo Leitrim LAES is funded by the Department of Social Protection until 31/12/2026 . Contract may be extended and/or reduced subject to continual funding from the Department of Social Protection. Main base will be Leitrim Development Company Office, Church Street, Drumshanbo, with travel to outreach locations when required. • You will be qualified to L7 Career Guidance / Counselling(or equivalent) or be willing to work towards L7 accreditation. 	
Main Duties		
	<ul style="list-style-type: none"> • To provide one to one support and guidance to the unemployed to help them in their progression from unemployment to employment. • To prepare a Personal Progression Plan for each client and identify the supports required for each client. • To identify employment opportunities for the unemployed in the region and make your clients aware of the potential employment opportunity. • To assist the clients with CV preparation and job seeking/interview skills & liaise directly with Employers and provide a job matching service. • To maintain a database of clients/groups in the catchment area. • To liaise directly with ETB, Solas, DSP and other public and private training providers and agencies. • To manage your caseload efficiently and effectively in line with good governance and established company and funders, KPI's procedures and guidelines. • To participate in team meetings and provide oral and written reports when required • To demonstrate a willingness to take on additional duties as and when required. 	
Core Competencies/Skills & Knowledge		
1	Knowledge of Employment/ Enterprise/Career Guidance	<ul style="list-style-type: none"> • Detailed knowledge of the area of employment, enterprise and/or career guidance. • Knowledge of employment supports and services available to long term unemployed people • A realistic picture of labour market job skill requirements • A well-grounded understanding of basic counselling and guidance concepts in the labour market sense. • A clear understanding of the effects of unemployment on people's self-image, behaviour patterns and general well-being and in particular the effect on people who are long-term unemployed.

		<ul style="list-style-type: none"> • An understanding of the barriers facing unemployed people in accessing progression options.
2	Liaison Skills	You will be required to demonstrate developed, effective and efficient liaison skills across multiple stakeholders. You will be a strong influencer, motivator and inspire trust with all involved.
3	Caseload Management Skills	You will have experience in managing caseloads delivering to Key Performance Indicators (KPIs) and reporting on same, using advanced MS Office/IT skills and/or bespoke system.
4	Interpersonal Skills	You will be required to be a positive, empathetic, flexible, motivated, self-starter who can communicate effectively and have good financial, listening and administration skills. You will be creative in his or her approaches to working with clients.
5	Communication	You will have experience of forming good working relationships with individuals, colleagues, combined with excellent communication and listening skills. You will be confidential by nature with excellent verbal and written abilities.
7	'Other'	You should be informed in relation to the Government objectives as defined in the Pathways to Work Strategy 2021 – 2025, Roadmap for Social Inclusion 2020 – 2025 and other relevant government strategies.
Core Competencies		
Minimum Experience		<ul style="list-style-type: none"> • 2-3 years' experience of working in the area of employment, enterprise and/or career guidance. • Counselling / Vocational Guidance/Social Work experience. • Experience working with barriers to employment. • Job Coach experience. • Full Clean Driving Licence
Minimum Qualifications		<ul style="list-style-type: none"> • A good standard of general education. • Good Computer Skills [experience of a CMS system an advantage]. • A formal qualification or study in the area of guidance or counselling or other relevant area [Qualified to L7 and/or be willing to work towards L7 accreditation].
Closing Date		All applications should be submitted by email to mgiblin@sligoleitrimlaes.ie no later than Thursday 27 th March 2025