

Job Description

Employment Support Officer- Ability Programme

Fixed Term Contract- Full Time 15 months

Reporting to: Programmes Manager

Role:

The Employment Support Officer is part of a team of 3 Employment Support Officers working with young people 18 years and upwards with intellectual disabilities to deliver a range of programmes and person centred supports. The aim of the programme is improve the employability of the young people and move them closer to the labour market. The ESO's provide opportunities for the young people to participate in tailor made-education and training programmes and avail of employment supports.

Key Responsibilities of the Employment Support Officer:

- Deliver on the Ability Programme targets and Key Performance Indicators (KPIs) as agreed.
- Develop, in consultation with the Programmes Manager, an individual work plan annually.
- Provide supports to each participant on a one to one basis to establish their goals and to develop a personal action plan.
- Design and deliver a programme of training and skills development addressing the needs of individuals with intellectual disabilities.
- Develop and deliver a range of preparation for work supports including career focus and interview skills programmes.
- Implement for each client a strategy, which will lead to independent employment in the open labour market or to sheltered employment in a labour market activation programme or social enterprise.
- Provide all necessary support/coaching for the client whilst they are participating in training or work placements.
- Liaise with and develop strategic partnerships with employers to secure work placements and employment opportunities.
- Provide ongoing support for employers who provide work placements and/or employment opportunities.
- Liaise with all partner disability organisations to ensure appropriate referrals to the programme and ensure there is ongoing support for the client from their key worker.
- Work collaboratively and in an integrated way across all WLD programmes to share and maximise company resources to deliver planned objectives.
- Treat all individuals with respect and empathy and provide an approachable and welcoming environment for all those we work with.
- Ensure the delivery of excellent standards of work and customer service to all people, groups and other stakeholders availing of supports from WLD.

- Produce regular reports on the delivery of individual and programme goals for the Board and for our funders.
- Contribute to the effectiveness of the Ability Team by keeping abreast of relevant programme requirements, company policies and the general policy context within which we operate.
- Ensure that you uphold Wexford Local Development's Code of Behaviour for staff.
- Ensure safe working and operations of your area of work by implementing Wexford Local Development's health and safety policy in full.
- Demonstrate a commitment to the WLD's values, core purpose and vision at all times
- Implement other projects as required by your manager.

Core Competencies:

1. A demonstrable knowledge and understanding of employment in the context of disability.
2. A demonstrable knowledge of the issues and needs of people with disabilities, the policy landscape and current best practise in the area of social inclusion, equality and disability services.
3. The ability to work on own initiative as well as part of a team & on collaborative projects
4. Excellent IT, written, verbal, reporting & communication skills
5. Group facilitation skills & excellent listening skills
6. A commitment to achieving results & high quality standards
7. A commitment to continuous professional development
8. The ability to manage and implement programmes & related budgets within agreed timeframes
9. The ability to be flexible and adapt to changing circumstances within the sector.
10. Technical competence for the area of responsibility