



Forbairt Iarthar Luimní  
West Limerick Resources

+



An Roinn Gnóthaí Fostaíochta  
agus Coimirce Sóisialaí  
Department of Employment Affairs  
and Social Protection

## West Limerick Resources CLG

### Job Description

- Title of Job:** West Limerick Local Area Employment Service (LAES)  
Caseworker
- Main Purpose:** The LAES Caseworker works as part of a multi-disciplinary team to provide high quality one-to-one guidance, mediation, advice, job placement and aftercare service to those most distant from the labour market to enable them to progress to employment. Other progression routes are also explored to upskill job seekers, through education and training opportunities, in sectors where labour market demand exists.
- Responsible to:** The Caseworker will be accountable on a day-to-day basis to the Assistant Manager of the Company and will work closely with the LAES Co-ordinator and other members of the LAES staff team. The LAES Caseworker will attend regular team meetings and will keep the Assistant Manager up-dated and informed at all times on the progress of his/her work.

### MAIN DUTIES:

#### Preparing Clients for Employment through the Delivery of Core and Targeted Services:

- Information, support and advice to jobseekers to enable them to access employment, through group training and one to one engagement.
- Developing a CV and Personal Progression Plan where required with the jobseeker.
- Supporting the jobseeker to avail of appropriate and suitable education/training/employment initiatives.
- Matching client's skills with existing employment opportunities
- Delivering outreach service through the Community Contact Points
- Publicising the service with key organisations within the communities and with relevant organisations.
- Achieve a specific set of key performance indicators on a weekly and monthly basis

- Provide advice, guidance and support to clients during their initial 17 weeks of employment to ensure they sustain employment in the long term
- Refer clients to personal development, money management or other services as appropriate
- Liaise with internal programmes e.g. Tús, SICAP

### Establishing Links with Employers

- Promoting the service among employers and employer groups in collaboration with the LAES Employer Liaison Officer.
- Identifying potential employment opportunities.
- Matching clients with relevant employers.

### **GENERAL:**

- To undertake any other duties as may be assigned from time to time in pursuance of the specific aims and objectives of the LAES.
- To seek to ensure that all services are provided in an effective and appropriate manner that takes account of the needs of the target group.

### **PERSON SPECIFICATION**

- Experience of managing people in a working environment
- Experience and understanding of the issues and needs of people who are unemployed.
- Experience of training delivery
- A thorough understanding of labour market requirements and job seeking skills requirements.
- Strong communication and interpersonal skills with the ability to motivate people and relate to diverse groups and individuals
- Excellent oral and written communication skills.
- Leadership skills
- Good IT skills
- Proven capacity to work flexibly and on own initiative.
- Experience of working effectively as part of a team
- Ability to build positive working relationship with staff.
- A commitment to best practice and evidence-based work
- Research techniques and report writing
- Facilitation of teams and groups
- Administration, minute taking, organization and time management skills

### **ESSENTIAL EXPERIENCE**

- A suitable 3rd level qualification at QQI level 7 or above or a commitment to achieving same

- Experience of working with unemployed adults in a training setting or experience of training in a comparable role with jobseekers or disadvantaged adults.
- Experience in managing people in a working environment is desirable
- Knowledge and understanding of the issues and needs of people who are unemployed.
- Strong group facilitation and training skills
- Ability to work on one's own initiative and as part of a small professional team
- Competent communication and report writing skills.
- Proficient knowledge of Microsoft Office suite of programs particularly Word, Excel and PowerPoint.
- Experience of inter-agency liaison and partnership working
- Project management skills and experience

## **PARTICULARS OF EMPLOYMENT**

The Mid West LAES is funded by Department of Social Protection (DSP) and contracted to PAUL Partnership Limerick CLG. West Limerick Resources is subcontracted to deliver LAES Services in the West Limerick area, with a current contract to West Limerick Resources CLG to 31<sup>st</sup> August 2026.

Hours: 17.5 hours per week Part- time

Remuneration: €39,633 per annum pro rata

The salary scale for this position is set out as follows:

€39,633, €40,633, €41,733, €42,833, €43,933, €45,133, €46,333, €47,717

The position will be based in Newcastle West.

Full clean driver's license and use of a car for work purposes is essential.

The position may be subject to Garda Vetting.

## **Application Process**

Applications will **only be accepted** on the available application form. CVs will not be accepted.

- Candidates who send their applications by post should allow sufficient time to ensure delivery not later than the latest time for acceptance.
- For e-mail applications it is the time received not the time sent that is recognised.
- The information supplied in this form is held on the understanding of confidence, subject to the requirement of the Freedom of Information Act 1997 or other legal requirements.
- Please note that canvassing by, or on behalf of applicants, will disqualify them from the competition.

Please submit completed application form marked ***Confidential*** to the Manager, West Limerick Resources CLG, St. Mary's Road, Newcastle West Co. Limerick no later than 5pm on Thursday 9<sup>th</sup> March 2023.

Candidates may be shortlisted for interview. A panel may be formed from which future similar vacancies will be filled. West Limerick Resources CLG is committed to a Policy of Equal Opportunity.



**Rialtas na hÉireann**  
Government of Ireland