

Dublin Northwest Partnership: Career Guidance Caseworker (Panel)

Dublin Northwest Partnership are seeking to recruit experienced Part-time or Full-time **Career Guidance Caseworker(s)** to work as part of the team to deliver the Local Area Employment Services (LAES) DSP funded contract in the Dublin Northwest catchment. Successful applicants will be placed on a panel to fill immediate and upcoming vacancies throughout the year.

A relevant QQI Level 7 or above qualification in disciplines such as Career Guidance Counselling, Social Care, Psychology or equivalent and at least 2 years professional experience working in employment and education support in a non-profit organisation.

The Career Guidance Caseworker should be able to demonstrate experience in the following:

- Providing a high standard of information, guidance, advocacy, and support for clients
- Ensure client expectations are grounded and confront unrealistic expectations through the development of the clients' Personal Progression Plan
- Make appropriate internal and external referrals in order to progress clients
- Enable clients to develop employability skills, including CV preparation, interview skills and letters of application
- Run employability workshops and supportive job search sessions for individuals and small groups to support clients in seeking out job opportunities
- Match clients onto mainstream and labour market programme vacancies that arise
- Liaising with employers, community organisations, training providers and other stakeholders
- Manage and operate the electronic caseload management systems
- Maintain accurate caseload records and files, when required provide client case-studies and general statistical information

Other Requirements:

Garda Vetting

Salary scale is DNP Officer Level 2, Scale at a point that is commensurate with qualifications and experience.

Please e-mail June Magaharan (june.magaharan@dublinnorthwest.ie) for an Application Form, Role Description and Person Specification.

Completed applications, with cover letter and CV, must be submitted on the official Application Form and emailed to june.magaharan@dublinnorthwest.ie.

- Applicants will be shortlisted for interview based on application.
- **Closing date for fully completed applications is Monday 12th June 2023 at 1:00pm.**
- No late applications will be accepted.
- Canvassing will lead to disqualification.
- Appointment to the role is subject to the outcome of the Garda Vetting process.
- DNP is an Equal Opportunity Employer.

Interviews for shortlisted candidates will take place on June 20th 2023.

About Dublin Northwest Partnership

Dublin Northwest Partnership's (DNP) core business is responding to social exclusion issues in a defined geographic area, by promoting self-development, training, education, employment and self-employment opportunities for individuals and community groups. DNP is a registered charity.

DNP services are funded by the Irish Government. The Local Area Employment Service is funded by the Dept Social Protection.



"The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021 – 2027."