**South Dublin County Partnership**

 **Employment Case Officer (Migrant Support Team)**

**Full Time / 35 hrs**

South Dublin County Partnership (SDC Partnership) is a Local Development Company primarily funded by the Irish Government to bring together local communities and state agencies to tackle the problems of unemployment and social exclusion. We develop projects and services to support sustainable and vibrant communities where people can realise their potential and experience a high quality of life. The focus of our activities is on areas where people experience disadvantage and our programmes of work are organised across key thematic areas: Community Development, Enterprise and Employment, Lifelong Learning, Children & Families and Health and Well Being.

The company offers a range of attractive benefits including development opportunities due to the broad range of programmes we run. Other benefits include a generous pension package, free parking, access to a medical package.

**Purpose of Role**

The Employment Case Officer will deliver focused and tailored employment supports to individuals primarily from migrant backgrounds focusing particularly on new communities, refugees and asylum seekers who have the right to work in Ireland and those preparing for receiving their work permits.

**Key Responsibilities**

* To work primarily with new communities (migrants, asylum seekers & refugees) in South County Dublin to support them to progress from unemployment to employment through 1-2-1 supports, group sessions, CV & interview preparation & referrals to trainings and other services both internal and external to SDCP.
* To work effectively with clients from a wide variety of backgrounds, cultures, and English language abilities to deliver appropriate and targeted employment supports.
* Work closely with the SDCP Migrant Integration Team, Enterprise & Employment Team, and Employer Liaison Workers to identify and provide employment training and supports to clients primarily from migrant backgrounds.
* Develop a support plan for each client arranging regular follow-ups.
* Build and maintain knowledge in areas such as welfare supports and benefits, mental health supports, child and family supports, education opportunities etc. with this knowledge applied where appropriate during caseload management.
* To maintain the caseload management system, track and record client case information, record all, interventions, client engagements and referrals and provide monthly written activity reports and performance dashboards for the caseload to management.
* Proactively drive service improvement within your area of responsibility and support as required programme evaluations to measure client satisfaction levels with the employment supports service.
* Ensure client confidentiality is maintained within area of responsibility at all times as well as adherence to GDPR and funder requirements in relation to the management and storage of all client data.
* Support with additional duties as required by your line manager.

**Person Specification**

* Minimum 1-year relevant work experience in adult guidance/community development/migrant integration or recruitment.
* A minimum of level 7 qualification in community work, social work, adult guidance, migrant integration etc. or equivalent in experience.
* Ability to communicate with individuals from a variety of cultural backgrounds and those who have limited/no English language skills.
* Ability to drive and develop projects.
* Experience in managing caseloads, delivering to KPIs and reporting on same, using advanced MS Office, CRM systems and IT skills.
* Have a strong track record in delivering targeted employment supports to those distanced from the labour market.
* Demonstrated understanding of the unique challenges and barriers faced by asylum seekers, refugees, and migrants in accessing the labour market.
* Have the aptitude to work on own initiative as well as work collaboratively as part of a team.
* Full driving licence and access to own car.

**Desirable**

* Group facilitation skills.
* Familiarity with the rights and entitlements of asylum seekers, refugees, and migrants in relation to employment, including work permits, residency status, and equal opportunity policies.
* Ability to speak languages other than English, preferably Russian, Arabic, Somali, Ukrainian, French, Spanish.

**Application Process**

Applicants should pay particular attention to the essential and desirable criteria in the job description, your suitability and why you are the best candidate for this post in question.

Please send three copies of your up-to-date detailed CV (no more than 2 pages), cover letter accompanied with completed confidential application form marked:

**Employment Case Officer Migrant Support Team Ref: 116/2023** to:

Administration & Operations Department

South Dublin County Partnership

Unit D1

Nangor Road Business Park

Nangor Road

Dublin 12

OR alternatively email your application to **jobs@sdcpartnership.ie** – subject box to be marked:

**Employment Case Officer Migrant Support Team Ref: 116/2023**

Closing date for receipt of applications: **Friday 12th January 2024 at 12.00pm**

Note: no late applications will be accepted.

***South Dublin County Partnership is an Equal Opportunities Employer and* *welcomes applicants from a diversity of backgrounds.***