

JOB DESCRIPTION

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| SECTION: | Education Services |
| PROJECT: | PETE |
| JOB TITLE: | Education worker |
| RESPONSIBLE TO: | Project Leader/Team Leader |
| LOCATION: | Waterford |

PRIMARY PURPOSE OF ROLE:

- To assess and provide practical career guidance to people seeking further education and training that leads to employment.
- To develop deadline driven individual support plans and reviews for further education and training opportunities that lead to employment.
- Research and develop links/partnerships with education and training sources, and provide support with application process.
- Support learners with interview preparation techniques to enhance their further education/training and employment applications.
- Actively promote the service internally and externally with responsibility to seek referrals.
- To participate in the review, evaluation and development of the programme.

Main duties and methodology

Overarching Principles:

1. To work within the framework of the overall aims and objectives of Focus Ireland.
2. To work within the overall policies and procedures of Focus Ireland, inclusive of Health and Safety Policy and ensure their implementation
3. In conjunction with the Project Leader and Manager to lead the team to plan, develop, implement and evaluate specific targeted work programmes by means of both internal and external reviews and evaluations.
4. Ensure effective inter-team working on behalf of the customers within Focus Ireland's services and between Focus Ireland and other designated professional and community based professionals and services.
5. To oversee the formulation of a young person's needs assessment and support plan utilising the Holistic Needs Assessment and Focus Ireland's Case Management Data-Base and where necessary other tools. To provide one to one support to individuals as they overcome educational /employment barriers.

6. To develop community links with service providers to ensure collaborative working with and for customer group.
7. Ensure the keeping up to date case work records, the Focus Ireland database Homeless Services Management System, written assessments and inputting information on the Focus Ireland database by staff.
8. To implement the policies and procedures of both the project and Focus Ireland.
9. To attend reviews; team, sectional, divisional and any other organization meetings as required and follow up on decisions made.
10. To work in close cooperation with other teams in Focus Ireland and other statutory and voluntary agencies as deemed appropriate.
11. To be involved in the developing and devising practices and procedures to meet the changing needs of the service.
12. To submit reports as requested to the Project Leader, the Service Manager and the Director of Services, Focus Ireland are requested.
13. To participate in Focus Ireland's training programme.
14. To participate in supervision and performance appraisals with the Team Leader.
15. In conjunction with your Line Manager continuously develop the role to ensure that all tasks are being undertaken in an effective and appropriate manner to meet the strategic aims and objectives of Focus Ireland.
16. To undertake any other relevant and reasonable work assigned by the Project Leader, Service Manager or Services Director.

Essential

- 3rd Level Qualification (Level 8); education, social care
- Self-motivated, enthusiastic professional with results-driven work experience.
- Strong communication, organisational and follow through skills that are deadline driven.
- Experience working with marginalized people in an Education/Training Environment that required course completion in accordance with recognised education Industry Standards (e.g. QQI validation.)
- Provided support and guidance to follow on courses and /or employment
- Experience working with learners in a one:to:one and group setting.
- Assessing and developing education plans
- Experience working with learners who have literacy and numeracy challenges.

Person needs to demonstrate

- Leadership skills
- Communication skills
- Knowledge and understanding of adolescents and issues affecting adolescents
- Ability to plan and implement programmes
- Flexibility
- Ability to work under pressure

Desirable

- Train the Trainer Qualification
- Experience facilitating a class
- Knowledge of NALA's WriteOn.ie online courses
- Report writing skills
- Information technology skills
- Ability to network and develop strong internal and external partnerships
- Flexible and resourceful