

SECTION:	Education Services
PROJECT:	PETE
JOB TITLE:	Education Support Worker
RESPONSIBLE TO:	Team Leader
LOCATION:	Dublin

PRIMARY PURPOSE OF ROLE:

- To assess and provide individual practical career guidance to people seeking further education and training that leads to employment.
- To develop deadline driven individual support/education plans and reviews to ensure client progresses to 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:

- To work within the framework of the overall aims; objectives; policies and procedures of Focus Ireland.
- To develop community links with service providers to ensure collaborative opportunities for clients.
- Ensure the keeping up to date of case work records, the Focus Ireland database Homeless Services Management System, assessments and inputting of information.
- To work with an assigned case load and provide practical guidance that provides progression routes.
- To attend reviews; team, sectional, divisional and any other organization meetings as required and follow up on decisions made.
- To work in close co-operation with other teams in Focus Ireland and other statutory and voluntary agencies as deemed appropriate.
- To submit reports as requested and conduct feedback and surveys with clients.
- To participate in Focus Ireland's training programme.
- To meet regularly for group supervision and individual supervision in line with policy
- To attend Reflective Practice group with your assigned grouping
- 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 the Focus Ireland.
- In consultation, to undertake any other responsibilities and duties as may be reasonably assigned by the Project Leader, Manager or Director of Services.

Essential

- 3rd Level Qualification (Level 8); social care; education; employment or community related.
- Self-motivated, enthusiastic professional with results-driven work experience.

- Strong communication; organisation and follow through skills.
- Experience working with marginalized people in an Education/Training/Employment progression Environment
- Experience working with clients in a one-to-one and group setting.
- Assessment and development of support/education plans
- Experience working with people who have literacy and numeracy challenges.
Experience working in a team which shares a common goal.

Person needs to demonstrate

- Communication skills
- Team Player
- Ability to plan and implement programmes
- Flexibility around client needs
- Ability to multi-task and be resourceful

Desirable

- Ability to network and develop strong internal and external partnerships
- Experience facilitating a class
- Report writing skills
- Information technology skills
- Ability to network and develop strong internal and external partnerships