

JOB DESCRIPTION

Post

Advocate – (Guidance for Young People)

- Participate fully in all elements of the Centre as they develop over the contract period.
- Provide clients with a confidential, individual career path, planning, guidance on a case-load basis.
- Place young people in jobs.
- Arrange progression for young people through training and/or education to paid employment.
- Liaison with General Manager
- Manage progression locally under guidance supported by General Manager.
- Advocate to submit written reports to General Manager on a weekly basis.

Advocate Job Description

Key Tasks

- Build a case load of targeted clients in their area/Carryout diagnostics and assessments
- Facilitate each young person on his/her case load, to develop an individualised career path plan (ILP & IPP) with the ultimate aim of getting the person a secure job, or progression to same via education or training.
- Ensure the highest standards of integrity and confidentiality are maintained in the Advocate-client relationship.
- Ensure client expectations are grounded in reality and confront unrealistic expectations.
- Maintain case load records and to build a case study portfolio and general statistical information.
- Provide after placement support to employers and clients placed in jobs, training or education for a min of 6 months after leaving the centre.
- Assist clients in preparing for job interviews and orient past experiences to job requirements.
- Liaise and work with local employers to establish a realistic picture of various job requirements to ensure accurate matching of clients to vacancies.
- Build a client base of local employers who provide work at the level appropriate to client aspirations, experience and educational background.
- Work to influence local employers to adapt a positive attitude to clients as potential employees.
- Work with difficult-to-place job seekers.
- Prepare, implement and update a progression plan/strategy for area for approval by General Manager.
- Build well-grounded networks into the local Agency and employer systems.
- Assist the disillusioned young job seeker through positive motivation and personal demeanour.
- Carry out other duties that may be assigned from time to time

Candidate should possess:

- An accredited 3rd Level Qualification (NFQ Level 6 minimum) in Career Path Planning, Career Guidance Counselling, Higher Certificate in Advocacy Studies, Coaching or Mentoring would be desirable
- Strong IT, administration, communication and presentation skills
- An ability to work in a challenging environment and work effectively with training centre staff, learners, external partners, employers and others as appropriate to support learner progression
- An awareness and understanding of QQI, Common Awards and the National Framework of Qualifications for CTCs
- A Learner-centred approach to the work and the ability to provide guidance and leadership to learners
- Proven experience of working with multi-agencies, employers, FET providers and General Manager
- A working knowledge of the key state agencies that work with early school leavers
- A full clean driving licence