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**Job Description**

**Roma Employment Support Worker**

County Kildare LEADER Partnership is seeking an Employment Support Worker to work with the Roma Community in County Kildare under the Roma Employment Project which is funded by the Department of Justice and Equality. The aim of the project is to reduce poverty and promote social inclusion of Roma in County Kildare.

The Employment Support Worker will be based in Kildare Town and will engage with members of the Roma Community on a 1:1 basis to participate in employment preparation programmes and to take up employment assist members of the Roma Community to develop a Personal Action Plan and to assist the unemployed to access lifelong learning and labour market supports. The successful candidate will be a self-starter, prepared to work flexible hours and have a full driving license.

**JOB DESCRIPTION**

**Objective:**

* To support disadvantaged individuals to improve the quality of their lives through the provision of lifelong learning and labour market supports (Goal Two SICAP)
* To support individuals under SICAP to identify career path progression pathways
* To provide career guidance through the development of Personal Action Plans with individuals seeking to enter / re - enter the labour market

**Responsibilities:**

* Engage in outreach work to identify unemployed individuals from the Roma Community and to establish contacts with key referral agencies
* Oversee the recruitment of participants for the Roma Employment Project in association with the Department of Employment Affairs and Social Protection, KWETB, Kildare LESN and SICAP
* Take responsibility for the organisation of soft skills/ industry accredited training programmes which are specifically organised for the Roma community
* Provide intensive, one-to-one and group support to ensure unemployed individuals from the Roma community build their confidence and self esteem
* Organise the delivery of education and training supports based on the expressed needs and interests of clients engaged with
* Refer individuals from the Roma community to other SICAP supports and further education / training and labour market activation programmes available throughout County Kildare
* Refer individuals from the Roma community to other lifelong learning and labour market supports agreed through the individual Personal Action Plan
* Refer individuals from the Roma community for work placement and employment opportunities through engagement with mainstream employment services and employers

**Key tasks:**

* Identify and engage with the Roma Community throughout County Kildare
* Develop Personal Action Plans with each individual to identify career path progression pathways
* Continue to work with each individual on an ongoing basis to achieve personal goals and milestones
* Organise specific unaccredited and accredited further education /training and work placement programmes in cooperation with the SICAP programme in County Kildare
* Engage with a wide range of service providers to receive and provide referrals of Roma
* Ensure that the funders requirements are met for each individual in terms of data protection, SICAP registration forms and individual records both written and IRIS information system.
* Liaise with SICAP staff teams and other County Kildare LEADER Partnership managed programmes to provide the optimum level of services to individuals and communities
* Link with and provide aftercare support to individuals and groups from the Roma Community.

**Person Specification**

**Knowledge and experience**

* Essential qualification in career guidance / counselling or a relevant third level qualification
* Previous experience of working in an employment support role
* Previous experience of working with the Roma Community
* Knowledge of issues affecting the Roma Community and knowledge of supports available locally

**Planning and organizing**

* Ability to plan, organise and engage with the Roma Community
* Ability to develop appropriate employment preparation programmes with the Roma Community
* Ability to work on own initiative

**Teamworking**

* Ability to work with a wide range of service providers and stakeholders

**Communication and interpersonal skills**

* Excellent communication and interpersonal skills
* Ability to empathise with and communicate with the Roma Community