

Job Description LES Guidance Officer

The Guidance service offers intensive career guidance. A Guidance Officer will work with a client on a one to one basis and at their own pace. He/she will work with the client to develop a career path plan. The client's individual plan will take into account the clients current circumstances and where they see themselves in the labour market. This may include help in putting together a C.V., job application letters, improving interview techniques, and making links with potential employers.

Key Responsibilities

- To enable all clients within the defined target groups to access Training & Education opportunities which will facilitate the progression of the client into appropriate employment and economic independence.

Duties

- To work with the job seeker client at their own pace.
- To maintain contact with local employers.
- To produce an appropriate CV for the client.
- To develop a career path plan with every client.
- To contact employers on the clients behalf, for work placement and employment.
- To provide aftercare support to the Job Seeker/Employer clients, post job placement.
- To contact other organisations/agencies, including trainers on the client's behalf.
- To collate and analyse monthly statistics.
- To process mail and maintain records and correspondence.
- To update and maintain computerised database.
- To report to the coordinator with monthly case studies.
- To identify needs in office supplies and order same.
- To carry out such duties pertaining to this position as may be required from time to time.
- To generate reports.

Qualifications

Must have relevant work experience or a third level qualification relevant to the work of a mediator i.e. Adult Guidance, Community Studies, Addiction Studies, Human Resources etc.

Personal Qualities

- Excellent interpersonal skills.
- Innovative and enthusiastic.
- Ability to work on own initiative.
- An understanding of the problems associated with unemployment.

Skills

- Excellent knowledge of Microsoft Office and database work, with excellent administration and secretarial skills.
- Previous experience of working with a similar group desirable but not essential.