



EmployAbility Northwest Ltd



#JOB-2426196



The Hive, Carrick-On-Shannon, Co. Leitrim,
N41 Y422



No of positions : 1



Paid Position



21 hours per week



Dependent On Experience



23/12/2025



14/01/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : phil@employmentresponse.ie



Open your camera app & point here to view this ad online



Job Coach - Leitrim

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Are you interested in a career that values your talent for interpersonal communication, your strong organisational skills, and a natural empathy to help people with disabilities find real, life-enriching jobs?

1. Roles & Responsibilities

Manage a caseload of 25 clients to work towards achieving agreed Key Performance Indicators i.e. securing meaningful paid employment in the open labour market

To conduct an individual assessment to identify the Jobseekers interests, capacities and needs

To conduct interviews with the Jobseeker and other stakeholders to determine the Jobseeker's employment aspirations, experiences, abilities, skills, and potential obstacles

To establish a rapport with the Jobseeker and develop a positive working relationship

To ensure that the Jobseeker is actively engaged in all phases of the job placement process

CV & job applications – empowering and enabling

Approaching employers directly, assisting clients to identify employers and to identify vacancies.

Undertake employment assessment and career planning with participants to assess their employment goals and establish individual employment plans.

Design proactive job development strategies as needed, including job customisation to help participants secure employment opportunities

Ensure participants are equal and active partners in the process

Be proactive in working with employers to source and secure employment opportunities for participants

Provide information and support for employers as agreed with the individual to ensure that employment is sustained

Work with the employee and employer in negotiating appropriate workplace adjustments

To identify potential employment opportunities through accessing existing employment labour market, conducting employment surveys and networking

To market Employability Northwest Supported Employment service to both potential jobseekers and employers

Prepare clients for interviews

To complete an environmental analysis to assess whether the workplace will be a supportive environment for a Jobseeker who may need some level of ongoing support from his/her co-workers.

Ongoing performance monitoring & review

To arrange job interviews for the Jobseeker and accompany to job interviews as required

To act as an advocate for the Jobseeker where necessary

To provide support to the job seeker, employer, supervisor, and co-workers

To report on a regular basis regarding the jobseeker's progress

To respond immediately when issues arise concerning the jobseeker's wellbeing

To maintain high professional standards and confidentiality at all times

To participate in staff training and development programmes

To liaise as necessary with DSP on jobseeker activity and progression

To liaise with relevant organisations to support Jobseeker's labour market needs. Signposting where appropriate

General knowledge of social welfare/grants/incentives

Maintaining strong personal and professional boundaries

Reports/Record keeping.

Excellent written & verbal communication

- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:** No Qualification **OR** Social Care, Social Studies, Sales, Marketing, Business, HR, Employment, Recruitment

(Desirable)

- **Ability Skills:** Communications, Interpersonal Skills, Manual, Sales/Marketing
- **Competency Skills:** Decision Making, Leadership, Problem Solving, Working on own Initiative
- **Specialising In:** disability; employment support
- **Driving Licence:** Full: B