



IASIO: Gate Service, Training & Employment Officer Positions, Dublin

IASIO (the Irish Association for Social Inclusion Opportunities), is a national organisation that works with State agencies in the development and delivery of services to marginalised groups, enabling communities to become more socially inclusive through best practice service provision. IASIO's current operational scope includes three national Services and two smaller projects: The Linkage Service, the Gate Service, the Resettlement Service; and The Community Support Scheme and The Supported Employment Service. In particular, it is the only national organisation for adult offenders in the community and voluntary sector with a specific focus on alternatives to both offending and re-imprisonment. This is achieved through the provision of direct services to offenders in the community and to prisoners, services which range from 1-to-1 guidance and placement into training, education, employment, group work, psychometric assessment, resettlement planning & support and placement in the community. IASIO's core mission is the social inclusion of people marginalised from mainstream opportunity.

The Gate Service, Training & Employment Officer Role:

IASIO is recruiting for exciting Gate Service Training & Employment Officer positions in Dublin. The Training and Employment Officer (TEO) works with referred prisoners to explore future directions and develop a realistic plan for release with a focus on training, education or employment and the identification of barriers that may hinder progression.

Job Locations

1. **Part-time & Permanent Contract:** Dublin (3-days per week, Wheatfield Prison). Job location subject to operational requirements.
2. **Full-time & Specified Purpose Contract:** Dublin, Mountjoy Prison (5-days per week). Job location subject to operational requirements.

Job Summary:

- A relevant third level qualification, while not essential is desirable (see a detailed job description below).
- A thorough understanding of the Target Groups needs and issues.
- A good understanding of the Irish Prison Service and the Resettlement and Reintegration process
- Must meet the security and health and safety requirements for working within a prison environment.
- Excellent interpersonal skills and an excellent communicator with empathy for client needs.
- Prison based role.
- Contract type for each role is noted above under the job locations section.

- The part-time starting salary is € 19,320 and a salary scale applies to the role.
- The full-time starting salary is € 32,200 and a salary scale applies to the role.
- Full driving licence and access to transport for business is desirable but not essential.
- Part-time role, 3-days/21 hours per week.
- Full-time role, 5-days/35 hours per week
- Proficient in the use of MS Office application.
- Proficient in the use of Salesforce CRM System desirable but not essential.
- Fluent written and spoken English.
- The appointment will be made subject to two satisfactory references, a pre-employment medical and prison access / full national security clearance and garda vetting.
- Applications are welcome from candidates with exceptional experience but who do not possess formal qualifications.
- One years' experience of working with the Target Group
- Teamwork experience
- Applicants should refer to the detailed job description, including the necessary competencies required in the attachment below.

The ideal candidate will have a good general knowledge of:

- IASIO and its range of programmes.
- The Irish Criminal Justice system.
- The Irish employment market and training & education opportunities.
- Semi-state and other agencies, including services providing support and/or training and educational services for marginalised groups.
- The issues and concerns for employers.

Benefits offered:

- Pension contributions.
- Death in Service Insurance.
- Paid maternity/paternity/parents leave.
- Paid sick leave.
- Employee Assistance Programme.
- Paid Volunteer Days.
- Paid Annual Health Check leave.
- CPD opportunities.
- Flexible start/finish time.

How to apply:

To apply for this role please send your CV and cover note via email to kchandra@iasio.ie before or on the closing date: **Tuesday, 14th May 2024**. Interviews will be held by Zoom video conferencing shortly after the closing date.

IASIO is an equal opportunities employer and promotes a policy of continuous personal and professional development among its staff.



Overview of IASIO

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IASIO is the only national organisation for adults with a criminal conviction in the community and voluntary sector with a specific focus on alternatives to both offending and re-imprisonment. This is achieved through the provision of direct services in the community and in prisons, services which range from 1-to-1 guidance and placement into training, education, employment, group work, psychometric assessment, resettlement planning & support and placement in the community. IASIO's core mission is the social inclusion of people marginalised from mainstream opportunity.

Objectives of IASIO

- Primarily, to provide a range of services to persons who have come into conflict with the law or who are at risk of coming into contact with the law
- To assist those referred to become independent, socially integrated and personally productive through client-centred, desistance focused rehabilitative, employment, educational and vocational interventions
- To establish the development of excellence in practice across the full range of its services
- To ensure the efficient use of resources in the pursuit of stakeholder objectives
- To develop collaborative working relationships that foster a more inclusive Ireland, promote opportunity and a shared responsibility in terms of social inclusion
- To inspire hope

Main Aims and Objectives of the GATE Service

The aim of the **Gate Service** is to promote desistance from criminal activity through its innovative guidance and placement service. Its Training & Employment Officers (TEO'S) are located in the following prisons – Mountjoy Prison Campus, The Dóchas Centre, Wheatfield Prison, Cloverhill Remand Center, and the Midlands and Portlaoise Prison Complex. The ultimate goal of the GATE Service is to provide meaningful employment for former offenders.

Job Title:	Training & Employment Officer.
Job Purpose:	<p>Place referred offenders into training / employment according to individual needs, abilities & aspirations.</p> <p>Provide a range of services to persons who have come into conflict with the law, to assist these persons to undertake/avail of the educational, rehabilitative, and training services required to contribute to society in a positive manner.</p> <p>Empower offenders to take responsibility for their life choices and explore future directions.</p>
Reporting to:	Operations Manager.
Travel Requirements:	Full driving licence and access to transport for business is desirable but not essential.
Security Clearance:	Posts are subject to initial and ongoing Irish Prison Service Security Clearance and Garda Vetting.

JOB DESCRIPTION

Reporting to the Line Manager, the Training and Employment Officer (TEO) will provide the following range of individual supports to prisoners and ex-prisoners properly referred to the Service

Primary Responsibilities:

- Assist prison-based agencies by assessing the employment needs of referred offenders
- Offer a one-to-one client-centered guidance practice to those referred
- Develop an individualised and realistic career path plan with the ultimate aim of securing employment for clients post release
- Liaise with existing education & training programmes in a variety of settings to provide progression placement for offenders pre and post release
- Canvass appropriate employers/training agencies to place offenders in situ
- Provide after-placement support to employers and clients placed in jobs
- Liaise with existing agencies including Intreo, DSP, Local Employment Services, Area Partnerships, ETB's, to complement those services and avoid undue replication
- Develop employer networks and a directory of placement opportunities
- Maintain an up-to-date detailed file on all clients
- Furnish reports to your Line Manager and attend all meetings when required
- Ensure resources are used efficiently, effectively and economically
- Monitor own performance, trends analysis / internal controls
- Provide timely and comprehensive management information and statistics
- Actively participate in approved training based on professional development needs analysis and development activities
- Perform such other duties as appropriate to the post that may be assigned to you by your Line Manager from time to time.
 - Observe the requirements of the Prison Rules, 2007 and Governors Orders as issued from time to time
 - Observe all requirements of the General Data Protection Regulations and Data Protection Acts
 - Observe all requirements of the IASIO Child Protection Policy
 - Observe the new legislative requirements as relevant and necessary

Secondary Responsibilities:

- Assist in the development and implementation of strategic plans as required
- Assist in the development of new projects for client group
- Facilitate in client group work as required
- Remain up to date with current thinking and practice relevant to your role

PERSON SPECIFICATION

Essential Qualifications and Knowledge:

The ideal candidate will have:

- A Diploma or Higher in Adult Guidance & Counseling or relevant Third Level qualification leading to membership of the Institute of Guidance Counsellors with;
- A thorough understanding of the Target Groups needs and issues
- A good understanding of the Irish Prison Service and the Resettlement and Reintegration process
- Must meet the security and health and safety requirements for working within a prison environment.

A good general knowledge of:

- IASIO and its range of programmes
- The Irish Criminal Justice system
- The Irish employment market and training & education opportunities
- Semi-state and other agencies, including services providing support and/or training and educational services for marginalised groups
- The issues and concerns for employers

Experience

- One or more years' experience of working with the Target Group
- Teamwork experience

Competencies/ Personal Attributes

Interpersonal Effectiveness:

Confidence
Initiative
Communication
Empathy

Managing for Results:

Concern for clarity and quality
Meeting target outcomes
Setting realistic targets for clients

Group & Interprofessional Skills:

Influencing / Negotiation
Understanding Stakeholder Needs
Relationship Development / Networking
Facilitation
Understanding Group Dynamics

Thinking Style & Problem Solving:

Analytical Thinking
Conceptual Thinking
Practical Thinking
Innovative Thinking
Decision Making / Judgment

Desired Knowledge

Criminal Justice System/Agencies
Target Group Needs
Criminal Justice Perspectives
Adult Guidance Theories & Practice
Health & Safety Legislation

Key agency personnel
Employers issues and concerns
Labour Market Forecasts
Information Technology (IT)
Children First Guidelines

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