

South Dublin County Partnership: Employment Specialist: Individual Placement and Support (IPS) Specialist (<https://www.activelink.ie/node/116318>)



Individual Placement and Support (IPS) Specialist)

Full Time – 35 Hours Per week

South Dublin County Partnership is a Local Development Company that develops projects and services to support sustainable and vibrant communities, where people realize their potential and experience a high quality of life.

Funding for our work comes from a variety of sources; our main funders are the Department of Community, Environment and Local Government, the Department of Social Protection, The HSE.

South Dublin County Partnership is an equal opportunities employer and welcomes applicants from a diversity of backgrounds.

Background

The IPS specialist will report to the Senior Manager, Enterprise and Employment, South Dublin County Partnership and on a day to day basis will work closely with the Senior Occupational Therapist, HSE Tallaght Adult Mental Health Services as well as the wider HSE mental health team. The IPS Specialist will also work with employers to secure employment opportunities for programme participants who have experienced mental health problems using an IPS model which emphasises individuals' interest, experience, skills, and strengths.

IPS training will be provided to the successful candidate.

Key Responsibilities

Caseload Management:

Managing a caseload of 20 individuals with mental health needs who are seeking employment.

Individualized Support:

Providing individualized support to each person, including assessments, job search, and job retention activities.

Job Matching:

Working with employers to identify suitable job opportunities that match the individual's skills and interests.

Employer Engagement:

Building relationships with employers and informing them about the benefits of hiring participants from the IPS project.

Training and Support:

Providing training and support to programme participants as they prepare for and transition into employment, including skills development, budgeting, and social skills.

Collaboration:

Collaborating with other professionals, including mental health clinicians within the HSE, as well as family members, to provide comprehensive support.

Documentation and Record Keeping:

Maintaining accurate records of services provided and client progressions and working within the HSE Fidelity Scale to measure the quality of the IPS service.

Comply with all relevant South Dublin County Partnership and HSE policies, procedures, and guidelines, including those relating to Equal Opportunities and Confidentiality of Information/GDPR

Skills and Qualifications:

- Relevant education and work experience: Level 7 or above qualification in a related field, such as social work, psychology, or vocational rehabilitation, or 3 years plus experience in employment services.
- Demonstrate strong interpersonal and communication skills.
- Show the ability to build rapport with programme participants and employers, and to communicate effectively in various settings and with external stakeholders.
- Have some knowledge of the labour market and a familiarity with local employment opportunities and employer needs and be able to identify and address barriers to employment.
- Demonstrate an understanding of mental health including some knowledge of mental health conditions and their impact on employment.
- Can work independently and as part of a team:
- Demonstrate a proven ability to manage a caseload and collaborate with other professionals.
- Have good problem-solving skills.
- Excellent IT skills and have good attention to detail in data recording and reporting.

Desirable:

- Familiarity with a CRM system such as Sales Force
- Full clean driving licence and access to own mode of transport.

Remuneration Package & Benefits:

- 8-point incremental salary scale applies to role ranging €34,800 (Point1) to €48,600 (Point 8) (excluding 2 long service increments).
- Based on experience and qualifications required for this role the successful applicant who demonstrates they meet these criteria will be appointed at Point 4 of the incremental scale.
- Annual salary increment subject to satisfactory performance.
- Excellent Pension of 10% employer's contribution after successful probation period.
- Flexible Work Schedule: We offer the opportunity to apply for hybrid working within this role.
- Access to low-cost health insurance.
- Meaningful Impact: Contribute to a mission-driven organisation, making a real difference in the community and to individual lives.
- Supportive Environment: Join a dedicated, values-driven team committed to inclusion, innovation, responsiveness, integrity, collaboration, support, and empowerment.
- Professional Growth: Join an expanding organization that gives you access to opportunities for learning and career development.
- Employee Assistance Programme (EAP)

Application Process:

Applicants should pay particular attention to the essential and desirable criteria in the job description, your suitability and why you are the best candidate for this post in question.

Please send an up-to-date detailed CV (no more than 2 pages) which will include the name and contact details of two references, plus a one page cover letter which will clearly outline how you meet the specific criteria relating to this role.

NOTE: no contact will be made with referees before a job offer is made.

Individual Placement and Support (IPS) Ref: 186/2025 to:

Administration & Operations Department, South Dublin County Partnership, Unit D1, Nangor Road Business Park, Nangor Road, Dublin 12

OR alternatively email your application to jobs@sdcpartnership.ie (<mailto:jobs@sdcpartnership.ie>) – subject box to be marked **Employment Specialist Individual Placement and Support (IPS) Ref: 186/2025**

Closing date for receipt of applications: **5pm 8 July 2025.**

Note no late applications will be accepted.

South Dublin County Partnership is an Equal Opportunities Employer and welcomes applicants from a diversity of backgrounds.

Region

South Dublin

Date Entered/Updated

23rd Jun, 2025

Expiry Date

8th Jul, 2025

Source URL: <https://www.activelink.ie/vacancies/community/116318-south-dublin-county-partnership-employment-specialist-individual-placement-and-support-ips-specialist>