



DCU Ability Project
Careers Advisor (part-time 50%)
School of Nursing and Human Sciences
Administrative Assistant
Fixed Term Contract up to March 2021

Background and Role

We are seeking to recruit a Careers Advisor on a part-time fixed term contract to provide professional and practical careers guidance to young adults participating in the DCU Ability Programme

The DCU Ability project in partnership with St Michael's House Services intends to promote the employability of young people with disabilities between the ages of 18 and 29 years. The main objectives of the project focus on promoting employability and creating pathways into education, training and employability for young people with disabilities. It is intended to offer this initiative nationally so referrals can come from other organisations or services. It will be located across all DCU campuses. The types of actions that will be delivered will be those that can most support young people with disability to discover how they want to live their life, what their ambitions (in particular with regard to career) are and what is needed to make that possible. On a practical level small groups of participants will be supported over the course of the project with approximately three intakes.

The Career Advisors role will be based in the School of Nursing and Human Sciences (SNHS) and will report to the DCU Ability Programme Project Manager.

Principal duties and responsibilities

- Provide education, information, advice and guidance to participants on the DCU Ability Programme
- Manage a caseload of students participating on the DCU Ability Programme on work placements.
- Administer the recruitment and ongoing support of work placements within DCU.
- Provide 1-1 support in the areas of career planning, preparation for work and work placements.
- Up-skill students in areas such as interview techniques, career planning, CV preparation, and job searching both through workshops and 1-1 meetings.

Experience and Qualifications:

Candidates must possess:

- A primary degree
- A postgraduate qualification in the area Careers Guidance or Human Resources
- Minimum of three years' work experience in a career development / guidance role
- Satisfactory experience in mental health, intellectual disability or supported employment
- Knowledge of disabilities and their effects in education and employment
- Knowledge of relevant legislation and its implementation

Skills/Abilities:

- Ability to demonstrate understanding and sensitivity to student needs.
- Experience of one-to-one and group career guidance
- Excellent small and large facilitation skills
- Excellent IT skills
- High level of initiative is required, including innovative and flexible approach to careers work
- Excellent interpersonal and relationship management skills and the ability to establish effective working relationships with students, employers, and staff

Salary Scales: *€34,917 -€52,791.00

**Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the Admin Assistant salary scale in line with current Government pay policy.*

Closing Date: 23rd October 2018

Informal Enquiries:

Informal enquiries may be addressed to Dr. Deirdre Corby School of Nursing and Human Sciences, Dublin City University, Dublin 9 Ireland. Phone + 353 (0)1 7008524 Email: deirdre.corby@dcu.ie

Please do not send applications to this email address, instead apply as described below.

Application procedure:

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax +353 (0)1 700 5500 Email: hr.applications@dcu.ie.

Please clearly state the role that you are applying for in your application and email subject line: Job Reference #1003 Careers Advisor – DCU Ability Project School of Nursing and Human Science

Applications should be submitted by e-mail to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, DCU Glasnevin Campus, Dublin 9, D09W6Y4.

DCU Ability Programme is co-financed by the Irish Government and the European Social Fund as part of the ESF Programme for Employability, Inclusion and Learning 2014-2020

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