

Explore Educational & Vocational Mentor Job Description

Chime is a registered charity operating through several resource centres throughout the country. Our aim is to limit the impact of deafness and hearing loss through the provision of Advice and Information, Care Services and Assistive Technology.

At Chime, we are a values-driven organisation, supporting our clients to achieve the best possible outcomes. We promote staff development, enable staff to fulfil their potential while providing top class service delivery. Chime is a diverse and inclusive work environment where thinking outside the box to achieve our goals is positively encouraged and promoting collaborative working relationships is key in terms of supporting and meeting the needs of our clients.

The role of the EXPLORE Mentor is to work as part of the Explore Team in delivering a quality and effective service. This service will be provided through offering educational and vocational support services to clients (16-65 years) in the assigned locations. The role of the EXPLORE Mentor plays a vital part in the success of the Programme. This project is the first of its kind to provide specific specialised support for Deaf and Hard of Hearing people.

Primary Duties and Responsibilities

General duties

- To promote positive engagement and relationship building with educational institutions and employers to form a key outcome for the programme.
- To raise awareness of the specific communication needs of Deaf and Hard of Hearing people including people with additional needs.
- To meet the targets set out in the programme, and engagement in the workforce education training and informing will be essential.
- Work on a one-to-one basis with a case load / workload of clients assigned by the Line Manager. This may involve working closely with several teenagers and young people with varying support needs.
- To build curriculum to meet specific needs.
- To identify clear pathways for transition in terms of overcoming skills deficits and gaps in knowledge, to ensure increased chance of success for Deaf and Hard of Hearing people in further education, employment, and vocational training.
- Change and adapt to new programmes and models of service in line with evidence-based research and required training.
- Deliver agreed intervention programmes as required.
- Work in a flexible manner with the Deaf and Hard of Hearing people in meeting their changing needs using consultation, plans, reviews, and feedback.
- Aim to enhance employability skills and liaise with the person on personal and professional issues from time to time.
- Work with current legislation, relevant policies and procedures, guidelines and protocols within designated teams and services.
- To work with other Disability Service providers outside the area of deafness and learn from their expertise.



- Promote a culture that values diversity and respect in the workplace.
- Maintain accurate up to date records and files in accordance with national guidelines.
- To work as a valued member of the wider Specialist Services Team.
- Collaborate with the Director of Specialist Services in developing the role of the EXPLORE Mentor.

Procedural Responsibilities

- Demonstrate sufficient knowledge to carry out the duties and responsibilities of the role e.g. Identification of strengths and needs, delivery and implementation of evidence-based practice or programmes.
- Demonstrate the capacity to plan and deliver care in an effective, resourceful manner.
- Ability to empathise and treat others with dignity and respect.
- Ability to make effective decisions and solve problems, especially regarding Deaf and Hard of Hearing people.
- Ability to process and distribute information and closely follow person centred plans.

Relevant Qualifications and Experience

Qualifications

- A relevant 3rd level qualification.
- Full driving licence.
- Knowledge of Children First 2015 and the National Policy for Adult Safeguarding.

Essential Experience

- Excellent time management and organisational skills with an ability to prioritise and deliver on agreed service goals.
- A confident self-starter with the ability to operate in a dynamic environment.
- Experience of planning, developing, delivery and forecasting.
- IT skills that include Microsoft Office 365 software – Word, Excel, Outlook.
- Excellent inter-personal and communication skills.
- Ability to work on own initiative and as part of a multi-disciplinary team.
- Enthusiastic, flexible, adaptable, diplomatic.
- Be self-motivated, able to plan, organise and prioritise own work.

Other

- Travel as required covering Dublin, Wicklow, Wexford, Kildare, Carlow, Kilkenny and Laois.
- Full driving licence with access to a vehicle.
- ISL training will be provided.
- Garda Vetting will be required as part of the recruitment process
- Hours of work Monday – Friday (inclusive) 9 am – 5 pm (35 hours per week).
- Salary range per annum based on qualifications and experience €33,827 to €51,676.

This Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post. As circumstances change it may be necessary to review the responsibilities outlined above. This will be done in consultation with the post holder.

Chime is an Equal Opportunities Employer