



## **Explore Mentor**

### **Job Description**

Chime is the National Charity for Deaf or Hard of Hearing People. We support people in the Community through our network of Resource Centres and Clinics nationwide. Our aim is to positively impact the lives of our clients through the provision of Advice & Information, Care Services and Assistive Technology. A key objective is to provide services in a holistic-focused and person-centred approach in line with the values of the organisation.

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 to supporting and meeting the needs of our clients.

The Explore Programme provides one-to-one support for Deaf and Hard of Hearing people to achieve their educational and employment potential. Working closely with employers and educational and vocational institutions, participants are supported to explore their options, build skills, and actively participate in education and employment.

The role of the Explore Mentor is to work as part of the designated team in delivering a quality and effective educational, vocational and employment related supports to Deaf and Hard of Hearing people aged 16+ in a one-to-one setting. This involves working with schools, Education and Training Boards and Third Level Institutions. Our mentors also work with employers throughout their region, providing information, guidance and training to facilitate increased labour market opportunities for Deaf and Hard of Hearing people.

This mentor will work across the following counties: Kerry, Limerick, Clare, Tipperary, and Waterford. The base is flexible and can be in our Kerry, Limerick or Waterford Resource Centre.

## **Primary Duties and Responsibilities**

### **General duties**

- Work with a case load / workload assigned by the Line Manager. This will involve working closely with Deaf and Hard of Hearing people aged 16+ with varying support needs.
- 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.
- Change and adapt to new programmes and models of service in line with evidence-based research and required training.
- Work in a flexible matter with the Deaf and Hard of Hearing young people in meeting their changing needs using consultation, plans, reviews, and feedback.
- 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 who have engaged in similar work to 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.

### **The successful candidate will:**

- 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 support in an effective, resourceful manner.
- Ability to empathise and treat others with dignity and respect.
- Ability to make effective decisions and solve problems.
- Ability to process and distribute information and closely follow person centred plans.

## **Relevant Qualifications and Experience**

### **Qualifications**

- A relevant 3<sup>rd</sup> level qualification.
- Full driving licence.
- Knowledge of Children First (2011) and Child Development.

### **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 Word and Microsoft Outlook.
- Excellent inter-personal and communication skills.
- Ability to work on own initiative and as part of a team.
- Enthusiastic, flexible, adaptable, diplomatic.
- Be self-motivated, able to plan, organise and prioritise own work.

### **Other**

- This is a permanent position and can be based in our Kerry, Limerick or Waterford resource centres.
- Travel as required covering Kerry, Limerick, Clare, Tipperary and Waterford.
- Full driving licence with access to a vehicle required.
- Hours of work Monday – Friday (inclusive) 9 am – 5 pm (35 hours per week);
- Salary range €35,000 – 48,000 per annum based on qualifications and experience.

*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 them 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***