



Community Employment –Vacancy Referral Process for CE Participants (May 2014)

Introduction:

In the Programme for Government, an undertaking was given to introduce a better approach to how the State engages with and supports the unemployed to get back into the workforce. ‘Pathways to Work’ sets out the strategy with the intention that it will be delivered alongside the measures in the Government’s Action Plan on Jobs to help create new employment opportunities. The aim of the Department of Social Protection (DSP) is to engage with every unemployed individual to make sure that their first day out of work is also their first step on the pathway back to work. Future funding of employment programmes particularly CE, will reinforce the key objectives required by the Department. This requires a more focused engagement with people on programmes such as CE and greater targeting of activation places and opportunities to further the progression of unemployed people into work.

In line with DSP Policy outlined above, Intreo/DSP Employment Services, through its network of offices, will become the sole access and referral point for entry onto the Community Employment Programme. Intreo/Employment Services will ensure the referral of eligible and suitable clients to Community Employment schemes. The overall objective of CE is the development and progression of the individual participant while at the same time supporting services to communities.

As the employer, CE Sponsors will select from a candidate list provided to them by DSP Employment Services and LES. Candidates will be put forward on the basis of a face-to-face interview and from the Caseload and Client Services System. This applies in particular to applicants who have not had a one-to-one interview in the past 3 months. Suitable applicants will be referred to the CE Sponsor by Employment Services and copied to the DSP Community Development Officer (CDO) with responsibility for the scheme who tracks the filling of the vacancy. The CE Sponsor will notify Intreo/DSP Employment Services/LES and the Community Development Officer of selected and unselected candidates including those who may not have attended for interview. Only candidates referred by Intreo/DSP Employment Services/LES will be approved for funding by DSP.

Referral and Recruitment to Community Employment:

1. Role of the CE Sponsor

1.1 CE Vacancy Planning

- CE Sponsors should identify and begin the recruitment process for any CE vacancy arising at least 8 weeks prior to the vacancy arising.
- Where the CE vacancy requires Garda vetting, it is the responsibility of the Sponsor to commence the recruitment process early e.g. 12 weeks.

1.2 Sponsor: Submission of CE Vacancy

- **All** Community Employment participant vacancies must be registered with the National Contact Centre (NCC).
- The CE Sponsor submits the CE vacancy directly to the National Contact Centre (NCC) by telephoning 1800-611-116.
- Full details of the vacancy must be supplied to the NCC (see “Procedure for Adding a Vacancy into JobsIreland CE Sponsor-Supervisor” document). Access to training opportunities on CE will be referenced automatically by NCC staff for all CE vacancies. Under the Application arrangements, self-selecting applicants need to make contact with the local Intreo/Employment Services office or Local Employment Service to have their eligibility checked and suitability for Community Employment confirmed. This will involve a meeting with Intreo/Employment Services or Local Employment Service if no contact within the previous 3 months, to ensure that the position is consistent with the candidate’s profile.
- The Sponsor must state to the NCC staff if the CE vacancy/position requires Garda vetting in line with the CE Garda Vetting procedures.
- The Sponsor will indicate when and for how long the proposed vacancy is to be advertised by the National Contact Centre (up to 4 weeks). If sufficient submissions have been received *prior* to the original vacancy closing date, the vacancy must be closed by the Sponsor with immediate effect by notifying the NCC by email or telephone. Otherwise, the vacancy will close automatically on the closing date. The vacancy needs to be reactivated every 4 weeks if it remains unfilled.
- The sponsor must immediately notify the CDO of the JobsIreland vacancy number and closing date.

2. Role of Community Development Officer (CDO)

- The CDO will be informed by the Sponsor of the notification of a vacancy, giving the vacancy number and closing date.

3. Role of Intreo/DSP Employment Services/LES¹

3.1 Advertising of CE Vacancies:

- Following receipt of the CE vacancy by the NCC, the vacancy will be displayed on:
 - JobsIreland.ie website
 - Touch Screen Kiosks in DSP Offices
 - Notice boards in DSP Employment Offices and Local Employment Services Offices
 - Within the local community.
- **Application Arrangements:** Details on ‘**How to Apply**’ will be given on the Jobs Ireland website. Interested candidates will be requested to contact Intreo/ Employment Services Office to arrange a meeting (if no contact with ES Officer during previous three months) regarding the position prior to being put forward for referral to the CE Scheme Sponsor.

3.2 Intreo/Employment Services/LES role in relation to the Recruitment Process

- All recruitment onto CE is through Intreo/Employment Services (including LES). Applicants not referred through DSP services will not be supported under CE. The only exception is Drugs Rehabilitation Places where designated agencies can also make referrals.
- To provide sufficient eligible candidates to CE Sponsors from which CE places are filled.
- Intreo/Employment Services/LES Officers will submit/refer clients based on their eligibility at time of referral.
- Eligibility of candidates will be based on this referral date.
- Where necessary the Employment Services/LES Officers will match the vacancy and or request details of additional eligible clients from the Local Office.
- Where a candidate has had no contact with Employment Services for over a 3 month period, a one-to-one interview will be required.
- Intreo/DSP Employment Services will refer a minimum of 3 referrals to CE Sponsor/Supervisor for each vacancy (referral/submission list). This will include candidates who applied via Jobs Ireland and suitable candidates from caseload who are deemed eligible and suitable.
- To liaise with Community Services with regard to the range and type of CE schemes in the area, the profile of jobseekers and other disadvantaged groups and to address any issues arising.

¹ LES are considered part of the referral process

3.3 In relation to the Applicant for CE

- To inform applicants of the purpose and objectives of Community Employment including the benefits of work experience and qualifications that can be gained while on CE.
- To match the needs of the applicant to the work experience, training and supports available on CE with a view to furthering their progression in line with the agreed Action Plan. (This determines the suitability of the candidate for the programme).
- To determine that the applicant meets the eligibility requirements for participation on CE and if not, to refer the applicant for alternative services where appropriate.
- To inform the applicant of any special requirements in relation to the CE place advertised e.g. Garda Vetting.
- Candidates requiring assistance with CVs and interview preparation may be directed to local Job Clubs and LES for support with their application.
- Tús participants may be considered for referral to CE by the Employment Services/LES Officer provided the eligibility criteria for CE were met prior to participation on Tús and the applicant is assessed as suitable for CE.

4. Eligibility Requirements for CE

- Section 3.1.1 of the CE Operational Guidelines sets out the eligibility requirements for entry to CE. The main requirement is that the applicant is in receipt of a welfare payment for 52 weeks or more e.g. Jobseekers Allowance, OPFP, etc.

5. CE Participant Interview Process - Sponsor

- The Sponsor will call and interview all referrals from the Intreo/Employment Services/LES submission list. Further candidates can be provided (if required) by Intreo/Employment Services.
- Only candidates on the Intreo/ Employment Services submission list will be considered for the CE vacancy.
- Two Sponsor Representatives to conduct interviews.
- The Sponsor Representatives will provide an introduction to the scheme, the work experience on offer and an overview of any essential training required e.g. health and safety and outline of the possible training and learning opportunities that may be taken up while on the scheme.
- The Sponsor will inform the applicant of special requirements, if any for the post e.g. Garda Vetting.
- Records and any notes of interviews to be held on file.

- Following the Sponsor's interview and prior to offering the position to the successful applicant, the CE Supervisor forwards details of the successful candidate including his/her proposed start date to DSP Community Services for approval.
- Positions requiring Garda Vetting - Applicants may not start working on Community Employment until a satisfactory outcome of the Garda vetting process is obtained, whether or not an applicant has been previously vetted.

5.1 Selection of CE Participants

- Sponsor notifies successful and unselected candidate(s) of outcome.
- Feedback will be provided to unselected candidates on request, by the Sponsor.
- Sponsor issues successful candidate with contract for one year.
- Sponsor notifies DSP Community Services and Intreo/Employment Services of the outcome within one week of completion of the selection process. This information should include details of unselected and non-attendees, the successful applicant(s), and details on the CE Vacancy Feedback Form.

5.2 Re-Submissions

- If a vacancy of the same job type arises within a 1 month period the Sponsor can select candidates from the Interview Reserve List.
- If a vacancy arises outside of this timeframe the Sponsor must re-advertise the vacancy and notify the CDO.