

Intreo



Your Guide to our Schemes and Services: Employer Services and Supports

Plain
English
Approved by NALA

➤ About this guide

Intreo is Ireland's public employment service of the Department of Employment Affairs and Social Protection. This booklet gives a brief overview of the wide range of supports and schemes which Intreo provides to you as an employer.

There are six main parts to this guide:

1. Intreo Service and how it can help you
2. Recruitment supports
3. Financial supports
4. Accessibility supports
5. Useful contacts and links
6. How to contact us

This booklet was produced by the Employer Relation Division at the Department of Employment Affairs and Social Protection.

This booklet is intended as a guide only. It is not a legal interpretation of information.



For more information on all the schemes and services in this booklet, please visit www.welfare.ie or call into your local Intreo Centre.

Contents

About this guide..... 3

1. Intreo service and how it can help 5

2. Recruitment supports..... 7

3. Financial grants and supports..... 11

4. Accessibility supports 15

5. Useful contacts and links..... 18

6. Get in contact..... 23

> 1. Intreo service and how it can help

Introduction

Intreo is a single point of contact for all employment and income supports and is part of the Department of Employment Affairs and Social Protection. It offers employment services and supports to employers and to jobseekers.

We can help you through all stages of the recruitment process including:

- advertising your vacancies for free,
- matching you with the best candidates,
- scheduling and providing facilities for interviews where necessary, and
- organising Job Fairs.

We also have other services to help you including:

- our free JobsIreland.ie recruitment website,
- employment schemes and financial supports,
- a range of financial support to help you employ people with disabilities, and
- the European Employment Service Ireland (EURES).



Please visit www.welfare.ie for more information on all the schemes and supports listed in this guide. Direct links are provided in each section.

You can also call into your local Intreo Centre or contact your local Employer Relations Officer by email: employer@welfare.ie



> 2. Recruitment supports

Introduction

This section tells you about our five recruitment supports and it also tells you about how Intreo staff can offer tailored support for your business.

JobsIreland.ie

JobsIreland.ie is Intreo's free online, job-advertising and recruitment service for both employers and jobseekers.




All employers can access JobsIreland.ie services. Here you can:

- advertise your vacancies for free to a large number of candidates,
- get expert advice on recruitment,
- get help to register on the JobsIreland.ie website, and
- access information and contacts for other employment services that the Department of Employment Affairs and Social Protection provide.



For more information visit www.jobsireland.ie, email jobsireland@welfare.ie or telephone us on 01 248 1398 or LoCall 1890 800 024

You can also follow us on:

-  @jobsireland
-  JobsIreland2
-  jobs-ireland



Intreo Employer Engagement Teams

Our Employer Engagement Teams work in Intreo centres nationwide to support you all stages of the recruitment process. These include:

- giving you advice on supports and services,
- helping to advertise your vacancies,
- helping to match you with the best candidates, and
- scheduling interviews and providing interview facilities where necessary.

A dedicated Key Account Manager can work with you to help you meet your current and future staffing needs.



To contact your local team email employer@welfare.ie or visit your local Intreo office.

European Employment Services (EURES)

EURES is a network of employment services covering all EU countries as well as Iceland, Liechtenstein, Norway and Switzerland. If you are having difficulty recruiting staff in Ireland or want to broaden your skill base, EURES may be able to help.

EURES advisors based across Europe:

- provide free expert advice on recruiting in Europe,
- advertise and promote vacancies in Europe,
- provide access jobseekers in other EU and EEA countries,
- offer financial supports for interview and relocation costs, and
- provide language training allowances.



For more information, visit www.welfare.ie/eures or www.euresireland.ie

You can also follow us on: Twitter: @EURESireland

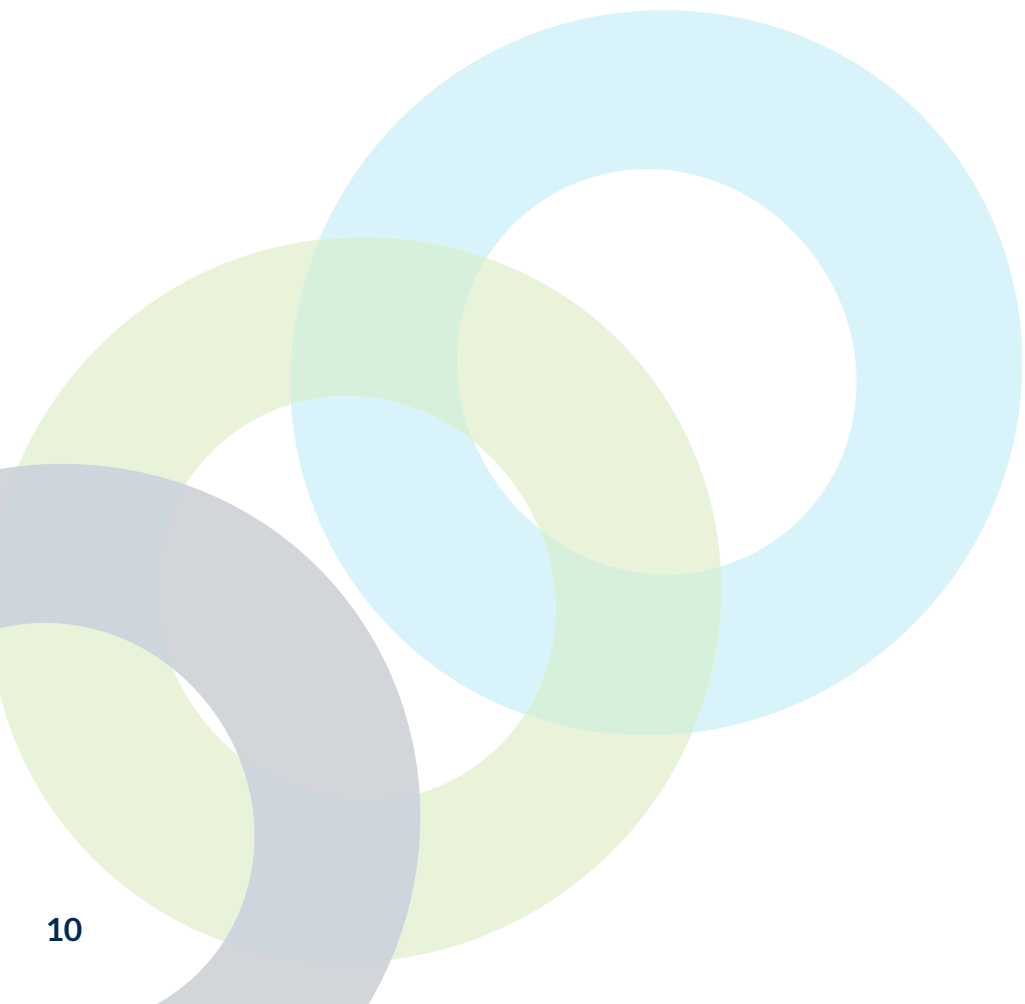


EmployAbility Service

The nationwide EmployAbility service is an employment support service for people with a health condition, injury, illness or disability. As an employer, you can receive employment advice and recruit employees. It also provides supports to you and your employee.



For more information, visit www.welfare.ie/employability



> 3. Financial grants and supports

Introduction

This section tells you about the two main financial incentives and grants you can get:

- JobsPlus – a scheme which provides a financial incentives to you to offer employment opportunities to the long-term unemployed, and
- Youth Employment Support Scheme (YESS) - a work placement scheme for 18-to-24 year olds.

JobsPlus

If you employ a person who has been unemployed for over a year, you can receive financial a incentive of either €7,500 or €10,000 from the JobsPlus scheme. This financial incentive is paid monthly in arrears over a two-year period directly into your company's bank account.

Candidates must meet the JobsPlus requirements such as working at least 30 hours per week.



For more information, email employer@welfare.ie or visit www.welfare.ie/en/Pages/JobsPlus-Employers.aspx

Youth Employment Support Scheme (YESS)

Young people between 18-to-24 year olds can take part in a three-month work experience placement through the Youth Employment Support Scheme. This employment support scheme is free for you as an employer and a case-officer will support you and the participant through the placement.

When participants have completed their YESS placement, they may be eligible to continue to work with you under the JobsPlus scheme.

The scheme helps young people who:

- may experience barriers to accessing employment such as a lack of experience, disability, or living in an isolated area, or
- have been unemployed for more than a year.

Participants on the YESS scheme will receive a weekly payment from the Department.



For further information, visit www.welfare.ie/YESS to register for the YESS contact www.jobsireland.ie

Redundancy

Where your business is facing redundancies in your workforce, Intreo can assist your workers to plan ahead by providing:

- support to access new job opportunities, and
- advice on education and training opportunities.

If you can't pay employee statutory redundancy, the Department can make a lump sum payment directly to employees. The Department will seek to recover the debt from the employer through an agreed schedule of repayments.



For more information, visit www.welfare.ie or call Redundancy and Insolvency Payments Section, Gandon House, Amiens Street, Dublin 1 on 01 673 4500 or LoCall 1890 800 699



➤ 4. Accessibility supports

Introduction

This section tells you about the accessibility supports available from the Department. The supports include schemes, services and grants.

Wage Subsidy Scheme

The Wage Subsidy Scheme provides financial support to private sector employers to employ people with a disability. An employee should work a minimum of 21 hours per week or more, up to a maximum of 39 hours per week.



For more information, visit www.welfare.ie/wss

Disability Awareness Support Scheme

The Disability Awareness Support Scheme (DASS) aims to create awareness about disabilities. The scheme helps you to provide disability awareness training for your employees. It can cover relevant legislation and information on mental health issues.



For more information, visit www.welfare.ie/dass

Employee Retention Grant Scheme

The Employee Retention Grant is available to employers when an employee gets an illness, condition, or impairment, which affects their ability to do their job.

You can use this funding to do many things such as:

- find or change accommodation for the employee, like making your office more accessible,
- provide training to enable your employee to continue working with your organisation in the same or in a new position.



For more information, visit www.welfare.ie/erg

Work Equipment Adaptation Grant

The Work Equipment Adaptation Grant provides funding towards the cost of workplace equipment if you have an employee with a disability or who develops a disability.



For more information, visit www.welfare.ie/en/Pages/Workplace-Equipment-Adaptation-Grant.aspx

Personal Reader Grant

The Personal Reader Grant provides funding for a personal reader to help a blind or visually impaired employee with their work. It is only available to employees in the private sector and is available for a maximum of 640 hours per year (this is about 18 weeks full-time work).



For more information, visit www.welfare.ie/prg

Job Interview Interpreter Grant

The Job Interview Interpreter Grant provides funding to hard-of-hearing candidates to allow them to hire a sign language interpreter for a job interview.

The jobseeker will ask you to sign and stamp their Job Interview Interpreter Application Form at the time of the interview.

Funding can also be provided to cover the costs of employing an interpreter to help you during the employee's induction period.



For more information contact your local Intreo employer relations team. Email employer@welfare.ie or visit Workplace Supports on www.welfare.ie

> 5. Useful contacts and links

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| Department of Employment Affairs and Social Protection | Visit www.welfare.ie Call into your local Intreo office Telephone 01 704 3000 |
| EURES Ireland and Advisors | Visit www.eures.europe.eu Email euresireland@welfare.ie Visit www.welfare.ie/en/Pages/EURES-Advisers.aspx for a list of EURES advisors in your area. |
| Financial and Accessibility Grants and Supports | Visit www.welfare.ie Call into your local Intreo office for full contact details. |
| Intreo Employer Engagement Teams | Visit www.welfare.ie/en/Pages/employers_home.aspx for the current team listings in your area. Contact your local Intreo office staff for details. |

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| <p>Intreo Offices</p> | <p>Visit www.welfare.ie for full contact details and services including office locator/map or you ring 01 704 3000</p> <p>Call into your local office.</p> |
| <p>JobsIreland.ie Customer Support Team</p> | <p>Visit www.jobsireland.ie</p> <p>Email jobsireland@welfare.ie</p> <p>Telephone 01 248 1398 or LoCall 1890 800 024</p> |
| <p>JobsPlus</p> | <p>Visit www.jobsplus.ie</p> |
| <p>Youth Employment Support Scheme (YESS)</p> | <p>Contact your local Intreo employer engagement team.</p> <p>Visit www.welfare.ie/yess for details on how to apply and avail of the scheme.</p> |

Other links

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| www.gov.ie | Government of Ireland - This is your central portal for online government services. |
| www.apprenticeship.ie | Generation Apprenticeship - Information to help you take on an apprentice. |
| www.borderpeople.info | Border People – North/South Ministerial Council – This is your central access point for information on living and working on the border of the island of Ireland. It provides information on topics like taxation and employment. |
| www.chambers.ie | Chambers Ireland – Ireland’s largest business network. It can help you grow your business in your local community. |
| www.citizensinformation.ie | Citizens Information Service – Offers information about employment and social welfare. |
| www.cro.ie | Companies Registration Office – Where you can find registration information on Irish companies and businesses. |
| www.dataprotection.ie | Office of the Data Protection Commissioner – This will give you useful information about how to follow data protection regulation to keep data safe. |

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| www.dbei.gov.ie | Department of Business, Enterprise and Innovation – Where you can find supports for small and medium enterprises (SMEs).. |
| www.employerdisabilityinfo.ie | Employer Disability Information – Confidential advice and information to help you recruit, employ and retain people with disabilities.. |
| www.enterpriseireland.com | Enterprise Ireland – Find information to help start and grow your business.. |
| www.etbi.ie | Education Training Board - ETBI is the national representative association for Ireland’s sixteen Education and Training Boards (ETBs). |
| www.guaranteedirish.ie | Guaranteed Irish - Representing businesses based in Ireland. |
| www.ibec.ie | IBEC - Ireland’s largest business membership organisation . |
| www.jobsireland.ie | JobsIreland – A free recruitment website for employers and jobseekers; run by the Department of Employment Affairs and Social Protection. |
| www.localenterprise.ie | Local Enterprise Offices - Information and support on starting or growing a business in Ireland. |

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| www.lowpaycommission.ie | Low Pay Commission - Examines and makes recommendations to the Minister for Business, Enterprise and Innovation on the appropriate level of the national minimum wage and related matters. |
| www.nda.ie | National Disability Authority - Provides information and advice on policy and practice relevant to the lives of people with disabilities. |
| www.pensionsauthority.ie | The Pensions Authority - Provides you with access to a comprehensive range of information and guidance material to help you understand pensions. They also regulate occupational pension schemes, trusts RACs (Retirement annuity contracts) and Personal Retirement Saving Accounts (PRSAs) in Ireland. |
| www.revenue.ie | Revenue - Irish Tax and Customs |
| www.sfa.ie | Small Firms Association - Represents businesses with less than 50 employees. Provides information, events, networking and training opportunities. |
| www.workplacerelations.ie | Workplace Relations - Information on all aspects of workplace relations environment. |

> 6. Get in contact

Customer Care

We have dedicated Intreo staff, Employer Engagement teams, EURES advisors and the JobsIreland customer care team available to support you.

Call us

Call us on 01 704 3000 to be put through to:

- your local Intreo office, or
- Employer Engagement Team, or
- EURES Advisors.

You can contact the JobsIreland.ie customer care team directly on 01 248 1398 or LoCall 1890 800 024.

Online



www.welfare.ie
www.jobsireland.ie



@welfare_ie
@jobsireland
@euresireland



jobsireland2



[deasp](https://www.linkedin.com/company/deasp)
[jobs-ireland](https://www.linkedin.com/company/jobs-ireland)



**An Roinn Gnóthaí Fostaíochta
agus Coimirce Sóisialaí**
Department of Employment Affairs
and Social Protection



Seirbhísí Fostaíochta agus Tacaíochta
Employment and Support Services