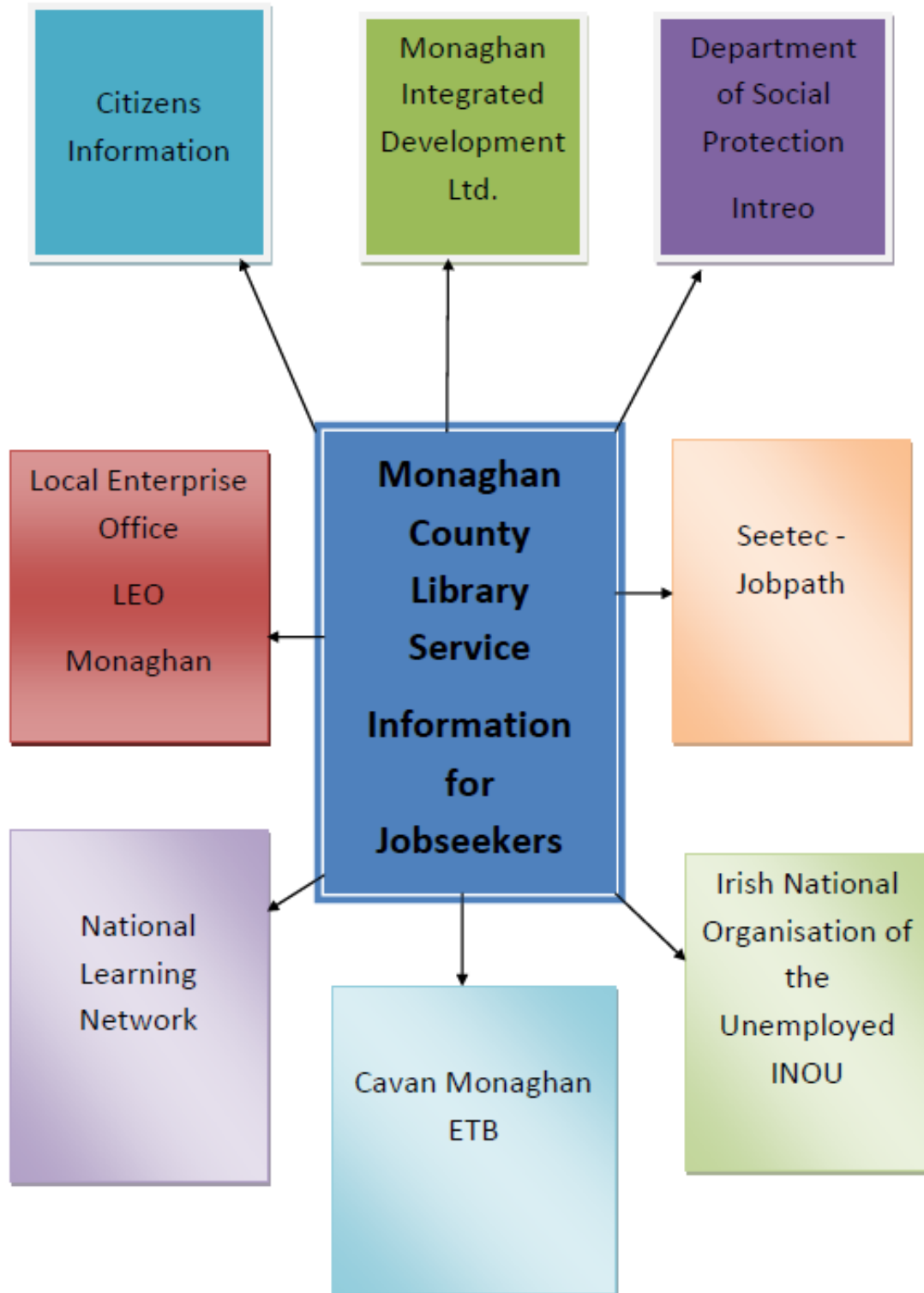


# Monaghan County Library Services



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## Job Seekers Help

### Monaghan Integrated Development Ltd – Local Employment Services (LESN) - Obair

#### Information & Advice:

- Providing information on employment both national and local.
- Weekly & daily job vacancies and links with local employers.
- Access to resources such as the Internet, Jobs Ireland, Jobs Board, Telephone/Email and Fax facilities.
- Support with CV preparation and interview skills.
- Advice on training and education options available both locally and nationally. Information on social welfare schemes and supports available when seeking work or taking up employment.
- Career Guidance:
  - One to one career advice and planning, referrals to training, education and support agencies. Support into employment including self-employment, government schemes and work placements.
- Financial Funding:
  - We provide advice and support on financial funding available to job seekers, enabling people to move closer toward employment and upskill themselves.
- The Local Employment Service also actively works with local employers to seek out suitable job opportunities.
- Contact:

#### **Local Employment Service Co-Ordinator**

**Una Coyle** [ucoyle@midl.ie](mailto:ucoyle@midl.ie)

**047 72191**

#### **Monaghan Local Employment Service**

**5 North Road, Monaghan - Tel: 047 72191**

Information Officer: Eileen Murphy [emurphy@midl.ie](mailto:emurphy@midl.ie)

Career Guidance Officer: Melissa Holland [mholland@midl.ie](mailto:mholland@midl.ie) (mornings only)

Career Guidance Officer: Mari Nolan [mnolan@midl.ie](mailto:mnolan@midl.ie) (Mon/Wed/Friday)

#### **Carrickmacross Local Employment Service**

**The Workhouse, Shercock Road, Carrickmacross - Tel: 042 966 4051**

Information Officer: Lesley Donnelly [ldonnelly@midl.ie](mailto:ldonnelly@midl.ie)

Career Guidance Officer: Briege Brady [bbrady@midl.ie](mailto:bbrady@midl.ie) (available Tuesday/Wednesday/Thursday mornings)

Career Guidance Officer: Orla Maguire [omaguire@midl.ie](mailto:omaguire@midl.ie) (available Wednesday/Thursday/Friday)

#### **Ballybay Local Employment Service**

**Birch Court, Main Street, Ballybay - Tel: 042 974 8090**

Information Officer: Olivia Duffy [oduffy@midl.ie](mailto:oduffy@midl.ie) (Mon/Tues/Wed morning)

Sonya O'Connor [state@midl.ie](mailto:state@midl.ie) (Wed afternoon/Thurs/Friday)

Career Guidance Officer: Mari Nolan [mnolan@midl.ie](mailto:mnolan@midl.ie) (Tues/Thursday)

#### **Clones Local Employment Service**

**McCurtain Street, Clones - Tel: 047 52994**

Information Officer: Agne Stasaityte [astasaityte@midl.ie](mailto:astasaityte@midl.ie) (Mon/Tues/Wed morning)

Anne McCague [amccague@midl.ie](mailto:amccague@midl.ie) (Wed afternoon/Thurs/Friday)

Career Guidance Officer: Anne McCague [amccague@midl.ie](mailto:amccague@midl.ie) (Mon/Tues/Wed morning)

#### **Castleblayney Local Employment Service**

**MIDL Office, Monaghan Rd, Castleblayney - Tel: 042 974 9500**

Career Guidance Officer: Orla Maguire [omaguire@midl.ie](mailto:omaguire@midl.ie) (Mon/Tuesday)

All Offices are open from 9:00am - 5:00pm, Monday to Friday

## **Monaghan Integrated Development Ltd - The Jobs Clubs**

Funded by the Department of Social Protection to provide training to assist job seekers with 'job ready' skills when seeking work.

The Job Club is free and open to anyone who is ready to work and between 16 years and 64 years of age. Job seekers do not have to be on a social welfare payment but if you are, your payment will not be affected by becoming a member of a Job Club. Job Club participants retain on their social welfare allowances during the training modules and receive €20 per week to help in dealing with additional costs.

Each Job Club takes place in one of five locations throughout County Monaghan (Monaghan town, Ballybay, Carrickmacross, Castleblayney and Clones). The Job Club takes place over the course of 3 weeks for a 3 hour period, during the week.

### **Job Club Content**

- Drafting a CV – Layout & Structure
- Sources of Job Leads
- Identifying local work availability
- Exploring personal achievements
- Further Education & Training options
- Improving Self Confidence
- Assertiveness Training
- Identifying Transferable Skills
- Overcoming learning blockages
- Listening / Reading Skills
- Letter Writing
- Completing Application Forms
- Telephone Techniques
- Interview Techniques and Preparation
- Mock Interview
- Job Search
- Action Planning/ Goal Setting

In addition the Club also has a drop-in facility that is open five days a week. This provides the necessary facilities and supports to aid with the job search for example, access to the jobs bank on the WATIS machine, internet access, and listings of locally advertised jobs from the Northern Standard, phone, fax, stationary, information, support, typing and photocopying.

**For details of the next Job Club** contact your local MIDL (Monaghan Integrated Development Ltd.)office  
(See details Previous Page )

## **Monaghan Supported Employment Service - Employability**

Supported Employment is delivered by EmployAbility Service which provide a range of supports to employers and people with a disability, through Job Coaches. They provide a range of supports to a job seeker through career advice, employment support, information on employment benefits and entitlement as well as providing advice and support to employers.

EmployAbility provides a range of supports to employers and people with a disability, through Job Coaches. The range of supports include:

- Individual Needs Assessment
- Vocational Profiling and Career Planning
- Individual Employment Plan
- Job Sourcing and Job Matching
- On-the-Job Support and Coaching
- Advice and Support to Employers
- Follow-up Support and Mentoring to both Employers & Employees

For persons with Mental Physical, Sensory, Intellectual & Hidden Disabilities

### **Contact:**

Patricial O'Connell County Monaghan  
5 North Road Monaghan  
047 72191  
[poconnell@midl.ie](mailto:poconnell@midl.ie)

Ann McClatchey Monaghan Town  
5 North Road Monaghan  
047 72191  
[amclatchey@midl.ie](mailto:amclatchey@midl.ie)

Majella Swinburne Carrickmacross  
Farney Workhouse  
Shercock Road  
Carrickmacross  
042 9664051  
[mswinburne@midl.ie](mailto:mswinburne@midl.ie)

Bernie O'Neill Castleblayney  
MIDL Monaghan Road  
Castleblayney  
042 9749500  
[boneill@midl.ie](mailto:boneill@midl.ie)

Bernie O'Neill Ballybay  
Birch Court  
Ballybay  
042 9748090  
[boneill@midl.ie](mailto:boneill@midl.ie)

Grace McCarron Clones  
McCurtain St.  
Clones  
047 52994  
[gmccarron@midl.ie](mailto:gmccarron@midl.ie)

## **Disability Activation Project (DACT)**

### **Project: Ability Activation North East**

Awareness Raising With Employers (training, w/shops, engagement with local authorities, business sector identification etc)

**Contact:** Helen Cunningham  
Monaghan Road Castleblayney  
042 9749504  
087 9432007  
[hcunningham@midl.ie](mailto:hcunningham@midl.ie)

### **Project: Drumlin House - Step Right to Work**

Providing enhanced personalised service to people with a disability who currently receive personal development and work-skills training in Drumlin House & develop relations with local employers

**Contact:** Janine Smith or Marie Carroll  
Drumlin House Training Centre  
Cooney's Row  
Cootehill  
Co. Cavan  
Phone 049 5552605  
Fax 049 5556058  
086 0210008  
[drumlinstepright@eircom.net](mailto:drumlinstepright@eircom.net)

### **Aquired Brain Injury Ireland (ABI) -Work4You**

Cavan, Monaghan, Louth

We provide a post brain injury vocational assessment service to individuals with a brain injury lin receipt of a qualifying social welfare payment (illness/disability payment) that wish to return or remain in work, training or education. We also provide workplace/educational assessments to ensure the individual environments are appropriate to each client and their employer/tutor

**Contact:**

Maurice Harte

Ardee Business Park

Unit 19

Ardee

Co. Louth

041 6857918

[workforyou@abiireland.ie](mailto:workforyou@abiireland.ie)

### **Working with Arthritis – Solutions & Strategies**

Free Specialist Occupational Therapy Programme for people with arthritis. This programme will develop your skills enabling you to consider returning to work / education / volunteering. Intervention will occur by a skilled occupational therapist in our Galway based clinic or in your own community / home, if more suitable to you.

**Contact:**

Maureen O'Neill

0866094209

[Maureen.o'neill@ul.ie](mailto:Maureen.o'neill@ul.ie)

### **Local Enterprise Office (LEO) Monaghan**

Local Enterprise Office Monaghan provides a full information and advisory service to new and existing entrepreneurs on all aspects of setting up and running a business.

The LEO Monaghan serves as a "first stop shop" to provide support and services for those looking to start, grow and develop a business in County Monaghan. The office also acts as an information source and referral point for all state enterprise agencies and for other initiatives, providing information on enterprise incentives, business structures, taxation, regulatory obligations, workspace, market research, planning, etc.

The LEO has extensive information available through its office and on this website with further information also available on the national LEO website [www.localenterprise.ie](http://www.localenterprise.ie) .

Our services to local businesses can include:

- The provision of business information and advice;
- Business skills training;
- Mentoring support;
- Financial assistance;
- Management Development Programmes;
- Cross Border and All Island Trade Programmes.

The Local Enterprise Office also spearheads various initiatives to encourage and promote enterprise across the County working with business groups, community groups, schools, various other local and national bodies.

**Contact:**

Local Enterprise Office Monaghan

Unit 9, M:TEK I Building,

Armagh Road,

Monaghan

County Monaghan

H18 ET82

Tel: 047 71818

Fax: 047 84786

Email: [info@leo.monaghancoco.ie](mailto:info@leo.monaghancoco.ie)

Website: [www.localenterprise.ie/monaghan](http://www.localenterprise.ie/monaghan)

## **Department of Social Protection – Intreo**

Intreo is a single point of contact for all employment and income supports.

Designed to provide a more streamlined approach, Intreo offers practical, tailored employment services and supports for jobseekers and employers alike.

- Find a job -with Jobs Ireland Post your CV online and update as required
- Your Pathway to Work – Services and Tools to assist in your job search
- Stepping Stones – internships and other employment initiatives
- Learning and Unskilling – Support to gain skills through training and education
- In Work Income Supports – Supports to keep you in work or to support you in starting a job
- Workplace Supports - Supports for people with disabilities
- Eures- Working abroad – As a citizen of any country within European Economic Area (EEA) you are entitled to work in any other EEA country without a work permit.
- Income Supports-Financial support to assist you during your job search (Jobseeker’s Allowance, Jobseeker’s Benefit, Farm Assist, Fish Assist, Pre Retirement Allowance(PRETA))
- Youth Guarantee-Information about Irish Youth Guarantee (to provide young people under the age of 25 with a good quality offer of employment, continued education, an apprenticeship or a traineeship within a short time of becoming unemployed)
- Benefit of Work Ready Reckoner-Helps estimate the difference between your in work and out of work payments.
- JobPath-JobPath is a new programme of employment activation intended to assist jobseekers
- Download a Jobseekers Pack
  - Tips on CV and Cover Letters
  - Developing good job interview skills
  - Finding a job through Social Media
  - Finding grants and supports to start your own business
  - Useful Websites

### **Contact:**

Intreo Centre Dundalk  
Government Office  
Government Buildings, St Alphonsus Rd  
(042) 939 2600

## **Seetec – JobPath (commissioned by the Department of Social Protection and delivered by Seetec)**

JobPath is designed to complement activities of Local Employment Service providers and other initiatives such as Job Bridge and, SOLAS. Through JobPath, Seetec can help you gain new skills, increase your work experience as well as boost your confidence and self-esteem so you get the job you want.

- A back to work action plan
- Guidance on preparing a winning CV
- Techniques for successful interviews
- Improving your job search skills
- Boosting your confidence and motivation
- Developing your skills with job related training
- Gaining work experience through a job placement
- Testing out a job with a trial or taster day
- Improving your finances with in-work benefits
- On-going support even when you’re working

You can also:

- Scan daily newspapers for vacancies
- Access the internet for email and job sites
- Brush up your computer skills
- Make use of free stationery and stamps
- Find out the latest news on local vacancies
- Use the photocopier and office equipment
- Use our state-of-the-art Online Career Centre to develop your career skills and job search capabilities

**Contact:**

Stokes Place

St. Stephen's Green

Dublin 2

01 447 5997

enquiries@seetec.ie or call us on

**Irish National Organisation of the Unemployed -INOUE**

- The aims of the INOU are to:
- Seek to represent the interests and views of all unemployed people and their dependents at a national level;
- Campaign for an acceptable standard of living for all unemployed people and their dependents;
- Campaign towards the achievement of full employment at an acceptable rate of pay;
- Assist the establishment and development of local unemployed groups;
- Develop close liaison with the Trade Union movement while ensuring the autonomy of the INOU;
- Build on the common interest between the unemployed and employed;
- Build links with other national and international bodies that share the same interests.

**Contact:**

Reg Office: Araby House, 8 North Richmond Street, Dublin 1

353 1 8560088 info@inou.ie [www.inou.ie](http://www.inou.ie)

**Cavan Monaghan Leader**

Business Creation and Development. The focus of the measure is to expand employment opportunities in rural areas through the establishment of micro enterprises.

Eligible activities:

- Selected investment in small rural enterprise space.
- Provision for a range of assistance types for start-up enterprises and expansion of existing enterprises including the adoption of new technologies.
- Development of innovative products and activities in the Cavan-Monaghan region
- The provision of a range of assistance types for adding value to local products, including support for business networks, collective marketing, local branding initiatives, and improved quality and development of artisan processing facilities.
- Utilisation of local Information Communication Technology capacity, for example centralised online processing of micro enterprise administrative activities, will also be supported.
- Actions to foster rural entrepreneurship particularly combined with support for small-scale research analysis and development.

**Contact:**

John Toland, Cavan-Monaghan LEADER,

Agricultural College, Ballyhaise, County Cavan.

Phone: +353 (0) 49 4338477



This Programme will be rolled out by MIDL in Conjunction with Monaghan LCDC

Contact:

Fintan McPhillips  
LCDC Chief Officer  
Monaghan County Council  
047 30500 ext 207  
info@monaghanlcdc.ie

**Other useful Contacts in the North East**

Carrickmacross Workhouse, Shercock Rd, Carrickmacross. 042- 9664540

Cavan Employment Services Office (INOUE), Thomas Ashe St, Cavan 049-4379 600

Drogheda Employment Services Office (Intreo), 1-2 Dyer St, Drogheda, Co Louth 041- 9898 700

Drogheda Local Employment Services Office (LESN), Workspace Centre, Mayoralty St., Drogheda 014 9844755

Dundalk Employment Services Office (Intreo), Adelphi Court, Long Walk, Dundalk, Co Louth 042 9393 400

Navan Employment Services Office, Tara Mall, Trimgate St, Navan, Co Meath 046-9023 630

## Education/Training

### Cavan/Monaghan ETB

#### The Adult Education Guidance and Information Service (AEGIS)

The Adult Education Guidance and Information Service is an initiative funded by the Department of Education and Skills that provides a comprehensive, professional quality guidance and information service to the returning adult learner.

#### **What does Adult Guidance offer?**

- Individual support tailored to your needs
- One to one sessions with a guidance counsellor by appointment
- Access to local and national information on colleges, further and higher education, training courses and careers
- Advice on funding opportunities
- Access to a network of training, welfare and personal support organizations

#### **Contact:**

Eithne O'Callaghan  
Co. Monaghan Adult Education Guidance and Information Service  
CMETB Administration Centre,  
Market Street  
Monaghan  
047 30800  
[eithneocallaghan@cmetb.ie](mailto:eithneocallaghan@cmetb.ie)

Bernadette Connolly  
CMETB Administration Centre,  
The Workhouse  
Carrickmacross

042 9690739  
[bernadetteconnolly@cmetb.ie](mailto:bernadetteconnolly@cmetb.ie)

#### Back to Education

The overall aim of the BTEI (Back to Education Initiative) Programme is to increase the participation of young people and adults with less than upper second level education in a range of flexible learning opportunities.

#### **To Qualify:**

Anyone who has left full-time education can take part in a course being offered, but priority will be given to those with less than upper second level education.

- Persons entitled to, or dependents of persons entitled to:
  - A Medical Card
  - An Unemployed Payment
  - A Means Tested Welfare Payment
  - A Family Income Supplement Payment
- People with less than upper second level education

#### **Contact:**

Deirdre Byrne or Carol Kelly  
Community Education Facilitator  
Cavan and Monaghan ETB Administration Offices  
Dawson Street  
Monaghan  
047 71914  
[deirdrebyrne@cmetb.ie](mailto:deirdrebyrne@cmetb.ie)

### **Vocational Training Opportunities Scheme (VTOS)**

Under the VTOS programme the long-term unemployed can participate in full-time training, without losing their benefits. This in effect means that people who were in receipt of unemployment payments prior to going on VTOS will be paid a training allowance equivalent to the maximum standard rate of Unemployment Benefit. The allowance will be paid for the duration of the course-including all holiday periods. As it will not be means-tested, VTOS participants may also take up part-time work without affecting their payments.

There are a variety of subject areas to choose from including Information Technology, Childcare, Tourism, Art, Craft & Design, Sport & Recreation, Community Care and Nursing. Courses are certified by the Further Education and Training Awards Council (FETAC) at Level 5 i.e. Post Leaving Certificate. It is also possible to offer Level 3 and Level 4 options for those who have been away from study for some time, subject to demand.

To Qualify:

Places are available for those over 21 and receiving for a minimum of 6 months:

- Unemployment Assistance/Unemployment Benefit
- One Parent Family Payment
- Disability Allowance/Disability Benefit/Invalidity Pension

#### **Contact:**

Denise McKenna  
Monaghan Institute  
Monaghan Education Campus  
Armagh Road  
Monaghan  
047 84900  
denisemckenna@cmetb.ie

### **Adult Literacy**

Literacy involves listening, speaking, reading, writing, numeracy and using every day technology to communicate and handle information. It includes more than the technical skills of communication (reading, writing and spelling). It also has personal, social and economic dimensions. Literacy increases the opportunity for individuals and communities to reflect on their situations explore new possibilities and initiate change.

The service is free and confidential and may be offered on a one to one basis or in small groups depending on individual needs. Classes are available across Cavan and Monaghan

The Adult Literacy Service also offers a range of ESOL (English for Speakers of Other Languages) programmes

#### **Contact:**

Angela McCrossan/ Carol Kelly  
Cavan and Monaghan ETB  
Administration Centre  
Market St,  
Monaghan  
Tel: (047) 30888  
Email: angelamccrossan@cmetb.ie  
carolkelly@cmetb.ie

Mary Connolly/Michael O'Donohue  
The Workhouse  
Shercock Road  
Carrickmacross  
Co. Monaghan  
Tel: (042) 9690739  
maryconnolly@cmetb.ie  
michaelodonohue@cmetb.ie

## **Springboard**

The Springboard initiative in higher education offers free courses at certificate, degree and masters level leading to qualifications in areas where there are employment opportunities in the economy.

Springboard+ is primarily targeted at jobseekers with a previous history of employment.

The majority of courses are part-time. To be eligible to participate on a part-time Springboard+ course an applicant must be a jobseeker.

Over 20 of the Springboard+ courses on offer are free, full-time skills conversion courses in the area of Information and Communications Technology (ICT). These conversion courses are open to all suitably qualified applicants, regardless of employment status.

### **Contact:**

<http://www.springboardcourses.ie/>

## **SOLAS (An tSeirbhís Oideachais Leanúnaigh agus Scileanna)**

SOLAS aims to be a respected leader and contributor to the provision of high quality, relevant, FET (Further Education & Training) opportunities to learners thereby enhancing their personal development and capacity to gain or regain employment. The core objective of the establishment of SOLAS is to strengthen the FET sector. Within that, SOLAS has three strategic objectives:

- Leading and co-ordinating the change management process of integrating FET institutions and programmes;
- Co-ordinating and managing the funding and performance of FET programmes;
- Leading the modernisation of FET programmes to ensure that they are focussed on the lifelong needs of learners, especially jobseekers, and are flexible and relevant to the needs of the labour market.

### **Contact:**

Castleforbes House  
Castleforbes Road  
Dublin 1  
Tel: + 353 (01) 533 2500  
Email: [info@solas.ie](mailto:info@solas.ie)

***N.B.** Queries relating to Find a job/Advertise a job (Jobs Ireland), Jobseeking advice, National Internship Scheme (JobBridge), Community Employment (CE), Supported Employment, Job Initiative, Jobs Clubs, Employment Services/Intreo Offices and LES Offices should be directed to your local Department of Social Protection Employment Services/Intreo Office. Contact details are available on [www.welfare.ie](http://www.welfare.ie)*

## **National Learning Network**

National Learning Network (NLN) provides a range of flexible training courses and support services for people who need specialist support (job seekers, unemployed, people with an illness or disability) in 50 centres around the country. The SOLAS courses and HSE programmes, all of which include work experience, offer nationally recognised qualifications including FETAC, ECDL, and City and Guilds ensuring that students are ready to get a job or go on to further education.

### **Contact:**

Miriam McQuaid – Area Manager  
The Diamond Building, Monaghan  
047 83671  
[monaghan@nlm.ie](mailto:monaghan@nlm.ie)

### **Blackwater Valley Learning Centre**

Community learning is core in our work and taking it to the community where it is most needed is vital.  
Seasonal Courses available

#### **Contact:**

Mary or Fiona on: 047 (00 353 47) 87049/87055

<http://www.truagh.ie/blackwater-valley-learning-centre.html>

### **Student Universal Support Ireland (SUSI)**

SUSI offers funding to eligible students in approved full-time third-level education in Ireland and also, in some cases, funding for students studying outside the State. We offer support to all types of students, from school leavers to mature students returning to education.

Contact:

P.O. Box 869,

Togher,

Cork.

Phone: 0761 08 7874

<http://www.susi.ie/>

### **Third Level Education**

#### **Monaghan Institute of Further Education**

Tel: 047 84900

Fax: 047 81564

Web: [www.monaghaninstitute.ie/](http://www.monaghaninstitute.ie/)

#### **Cavan Institute**

Telephone: 049 4332633

Fax: 049 4361933

E-Mail: [admin@cavaninstitute.ie/](mailto:admin@cavaninstitute.ie/)

#### **Universities of Republic of Ireland**

Dublin City University [www.dcu.ie/](http://www.dcu.ie/)

National University of Ireland Galway [www.nuigalway.ie/](http://www.nuigalway.ie/)

National University of Ireland Maynooth [www.maynoothuniversity.ie/](http://www.maynoothuniversity.ie/)

Trinity College Dublin [www.tcd.ie/](http://www.tcd.ie/)

University College Cork [www.ucc.ie/](http://www.ucc.ie/)

University College Dublin [www.ucd.ie/](http://www.ucd.ie/)

University of Limerick [www.ul.ie/](http://www.ul.ie/)

#### **Universities of Northern Ireland**

Queen's University Belfast [www.qub.ac.uk/](http://www.qub.ac.uk/)

University of Ulster Belfast, Coleraine, Jordanstown, Magee [www.ulster.ac.uk/](http://www.ulster.ac.uk/)

#### **Colleges in Republic of Ireland**

Mary Immaculate College Limerick [www.mic.ul.ie/](http://www.mic.ul.ie/)

Mater Dei Institute, Clonliffe Road, Dublin 3. [www.materdei.ie/](http://www.materdei.ie/)

National College of Art and Design [www.ncad.ie/](http://www.ncad.ie/)

Royal College of Surgeons [www.rcsi.ie/](http://www.rcsi.ie/)

## **Colleges in Northern Ireland**

Belfast Metropolitan College <http://www.belfastmet.ac.uk/>

Northern Regional College [www.nrc.ac.uk/](http://www.nrc.ac.uk/)

North West Regional College [www.nwrc.ac.uk/](http://www.nwrc.ac.uk/)

Southern Regional College [www.src.ac.uk/](http://www.src.ac.uk/)

South West College [www.swc.ac.uk/](http://www.swc.ac.uk/)

## **Institutes of Technology in Republic of Ireland**

Athlone IT [www.ait.ie/](http://www.ait.ie/)

Cork IT [www.cit.ie/](http://www.cit.ie/)

Dublin Institute of Technology [www.dit.ie/](http://www.dit.ie/)

Dun Laoghaire Institute of Art, Design and Technology [www.iadt.ie/](http://www.iadt.ie/)

Dundalk IT [www.dkit.ie/](http://www.dkit.ie/)

Galway-Mayo IT [www.gmit.ie/](http://www.gmit.ie/)

IT Blanchardstown [www.itb.ie/](http://www.itb.ie/)

IT Carlow [www.itcarlow.ie/](http://www.itcarlow.ie/)

IT Sligo [www.itsligo.ie/](http://www.itsligo.ie/)

IT Tallaght [www.it-tallaght.ie/](http://www.it-tallaght.ie/)

IT Tralee [www.ittralee.ie/](http://www.ittralee.ie/)

Letterkenny IT [www.lyit.ie/](http://www.lyit.ie/)

Limerick IT [www.lit.ie/](http://www.lit.ie/)

Waterford IT [www.wit.ie/](http://www.wit.ie/)

## **Payments and Entitlements**

### **Intreo**

Intreo is a new service from the Department of Social Protection which provides a single point of contact for all employment and income supports.

### **Jobseekers Benefit**

To qualify for Jobseeker's Benefit you must be aged under 66 and:

- Be unemployed (you must be fully unemployed or unemployed for at least 4 days out of 7)
- Have had a substantial loss of employment and as a result be unemployed for at least 4 days out of 7
- Be capable of work
- Be available for and genuinely seeking work
- Have enough social insurance (PRSI) contributions

If you do not qualify for Jobseekers Benefit you may qualify for Jobseekers Allowance

### **Jobseekers Allowance**

To get Jobseeker's Allowance you must be aged over 18 and under 66. You must also:

- Be unemployed (you must be fully unemployed or unemployed for at least 4 days out of 7)
- Be capable of work
- Be available for and genuinely seeking work
- Satisfy the means test
- Meet the Habitual residence condition

### **Jobseeker's Transitional Payment (JST)**

The Jobseeker's Transitional payment (JST) is a special arrangement under the Jobseeker's Allowance scheme that aims to support lone parents into the workforce while they have young children. This payment is available to people parenting alone whose youngest child is aged between 7 and 13 years inclusive.

If you are **self-employed**, you may be entitled to Jobseeker's Allowance, depending on your income from your business.

Self-employed **farmers on a low income** should apply for Farm Assist - Farming land in the State, aged between 18 and 66 and satisfy a means test.

#### **Contact: Intreo or Social Welfare offices at:**

**Monaghan** Branch Office, Rooskey, Monaghan Town, Co. Monaghan, H18 PY03

Phone: (047) 30170

Fax: (047) 72238

**Carrickmacross** Branch Office, Ardee Road, Carrickmacross, Co. Monaghan, A81 FW67

Phone: (042) 9690080

Fax: (042) 9662072

**Castleblaney** Branch Office, Monaghan Road, Castleblaney, Co. Monaghan, A75 RY64

Phone: (042) 9795050

Fax: (042) 9740377

**Intreo Centre Cavan**, Dublin Road, Cavan

Phone: (049) 4331909 Please note: Phone service limited to the following times: 09:30–11:30 and 14:00–16:00 Monday to Friday.

Fax: (049) 4362684

**Clones** Branch Office - closed please see here for which office to attend.

For Dartry & Cootehill please use Intreo Centre Cavan

For Swans Cross & Rockcorry please use Social Welfare Branch Office, Castleblaney

For all other areas in Clones please use Social Welfare Branch Office, Monaghan

### **Supplementary Welfare Allowance**

If you have no income, you may be entitled to the basic Supplementary Welfare Allowance. If your weekly income is below the Supplementary Welfare Allowance rate for your family size, a payment may be made to bring your income up to the appropriate Supplementary Welfare Allowance rate. If you have claimed a social welfare benefit or pension but it has not yet been paid and you have no other income, you may qualify for Supplementary Welfare Allowance while you are waiting for your payment.

#### **Contact:**

Offices Administering Supplementary Welfare Allowance:

Carrickmacross, Market Square, Carrickmacross 042 – 9663588

Castleblaney, Health Centre, Castleblaney 042 – 9749506

Clones, Health Centre, Clones 047 – 52297

Monaghan, Department of Social Protection, The Plantation, 047- 30160

### **Back to Work Enterprise Allowance (BTWEA)**

You can qualify for a Back to Work Enterprise Allowance (BTWEA) if you are:

1. Setting up as self-employed in a business that has been approved in advance in writing by a DSP case officer or Local Development Company (LDC) (see 'How to apply' below)

**and**

2. Getting one of the qualifying payments listed below for at least 12 months

- Jobseeker's Allowance
- Jobseeker's Benefit (with an underlying entitlement to Jobseeker's Allowance)\*
- One-Parent Family Payment
- Blind Pension
- Disability Allowance
- Carer's Allowance (having stopped caring duties)
- Farm Assist
- Invalidity Pension
- Incapacity Supplement
- Widow's/Widower's or Surviving Civil Partner's (Non-Contributory) Pension
- **or**
- Illness Benefit for 3 or more years

You may also be considered for the BTWEA if you are:

- A dependent adult of a person who is in receipt of the BTWEA. You may qualify if the person taking part in the BTWEA scheme stops their self-employment before exhausting their entitlement. The spouse or partner may avail of the scheme for the time remaining on the original claim.
- A person released from prison who satisfies the eligibility criteria for the scheme

**Contact:**

Monaghan Integrated Development Ltd.  
 Julie Clarke  
 Midl.ie  
 042 9749500

**Revenue**

**Startup Refunds for Entrepreneurs (SURE)**

If you are interested in starting your own company, you may be entitled to an income tax refund of up to 41% of the capital that you invest under SURE. Depending on the size of your investment you may be entitled to a refund of income tax paid over the 6 years prior to year in which you invest.

**Contact:**

[www.revenue.ie/en/tax/it/leaflets/it15html](http://www.revenue.ie/en/tax/it/leaflets/it15html)  
 Email [SUREadmin@revenue.ie](mailto:SUREadmin@revenue.ie)  
 Or Call  
 Local Enterprise Office at [www.localenterprise.ie](http://www.localenterprise.ie)  
 Sure refund calculator on [www.sure.gov.ie](http://www.sure.gov.ie)  
 Monaghan Local Enterprise Office Monaghan  
 Unit 9 M: TEK Building  
 Knockaconny  
 Monaghan  
 John McEnggart  
 047- 71818  
 047 – 84786 (fax)  
 Email: [info@leo.monaghancoco.ie](mailto:info@leo.monaghancoco.ie)  
[www.localenterprise.ie/monaghan/](http://www.localenterprise.ie/monaghan/)



### **Revenue Job Assist**

Provides tax relief to encourage the long-term unemployed to take up employment and also gives an incentive to employers to employ such individuals. With effect from 1 January 1999, if an individual who was in receipt of Disability Allowance or Blind Person's Pension for a period of at least 12 months takes up a qualifying employment he or she will qualify for the Job Assist Allowance and his/her employer will qualify for the Double Wages Deduction.

#### **Contact:**

<http://www.revenue.ie/en/personal/circumstances/disability-information.html>

Leaflet IT58

### **Repayment of Tax for Unemployed**

If you remain unemployed for four weeks you can claim a refund from your local Revenue office of tax paid, by using the four weeks unused tax credit. You can do this every four weeks until all tax has been repaid or the tax credits are used. You cannot carry unused tax credits forward from one tax year to the next.

If emergency tax was deducted from you, you may apply immediately for a refund on becoming unemployed.

#### **Contact:**

M: TEK II Building, Armagh Road,  
Monaghan.

By Appointment Only 047-62112

LoCall: 1890 60 6061

047-62100

[cromon@revenue.ie](mailto:cromon@revenue.ie)

042 9353700

[cavanmonaghan@revenue.ie](mailto:cavanmonaghan@revenue.ie)

### **Additional Relevant Services**

#### **Citizens Information**

Citizens Information provides comprehensive information on public services and on the entitlements of citizens in Ireland. We gather information from various government departments and agencies, and make sure that you have all the information you need, presented in an easy-to-understand way.

#### **Contact:**

##### **Monaghan**

Monaghan CIC

23 North Road

Monaghan

Co. Monaghan

Tel: 0761 07 6230

Fax: 047 77964

email: [monaghan@citinfo.ie](mailto:monaghan@citinfo.ie)

<http://centres.citizensinformation.ie/>

##### **Carrickmacross**

Farney Resource Centre

Old Workhouse

Shercock Rd

Carrickmacross

Phone: 042 9663454

#### **Outreach Offices:**

##### **Castleblayney**

Youth Information Centre

York Street

Co. Monaghan

Tel: 042 9751979

##### **Clones Outreach**

Monaghan County Library

98 Avenue

Clones

Co. Monaghan

Tel: 047 74708

### **Youth Work Ireland**

The aim of Youth Work Ireland and its Member Youth Services is to provide every young person with the opportunities to get tools for life and change communities. Through our network of clubs, projects, drop in centres, youth information centres, youth cafés, music, arts, citizenship programmes and other outlets, we promote an open, integrated and accessible approach to working with young people. As a Federation of local youth services run by local people, we are uniquely placed to reach young people in their local communities around Ireland. We work to develop the potential of these young people and to strengthen communities in Ireland through quality youth services.

**Contact:**

[www.youthworkireland.com/monaghan/](http://www.youthworkireland.com/monaghan/)

Carrickmacross 042 9661404

Castleblayney 042 – 9751979

Clones (to open shortly – no number as yet)

[cmxyic@ywimonaghan.ie](mailto:cmxyic@ywimonaghan.ie)

[info@ywimonaghan.ie](mailto:info@ywimonaghan.ie)

### **Money Advice and Budgeting Service (MABS)**

MABS is the State's money advice service, guiding people through dealing with problem debt.

**Contact:**

3<sup>rd</sup> Floor, Bramley House,

Muckno St,

Castleblayney

0761 07 2690

fax 042 974 9956

[castleblayney@mabs.ie](mailto:castleblayney@mabs.ie)

### **Monaghan Volunteer Centre**

At Monaghan Volunteer Centre you can find out about hundreds of ways to volunteer. You can also get information on lots of volunteer-involving organisations. You can call us, or drop by the Centre to talk to someone about volunteering and to get support and advice on what kind of volunteering might suit you. Our services are free of charge!

**Contact:**

Grace Sherry or Sinead Keenan

Volunteer Development Officers

Monaghan Volunteer Centre,

Monaghan Integrated Development,

North Road,

Monaghan Town,

Co. Monaghan.

Tel: 047 72191

Email: [info@volunteermonaghan.ie](mailto:info@volunteermonaghan.ie)

## **Useful Websites**

www.losingyourjob.ie  
www.citizensinformation.ie  
www.welfare.ie  
www.midl.ie  
www.adminjobs.ie  
www.careersinhealthcare.ie  
www.dole.ie  
www.fas.ie/en/  
www.foodjobs.ie  
www.gumtree.ie  
www.hoteljobs.ie  
www.indeed.ie  
www.jobs.ie  
www.jobsearch.ie  
www.myjob.ie  
www.monster.ie  
www.nixers.ie  
www.publicjobs.ie  
www.recruitmentireland.com  
www.toplanguagejobs.ie  
www.skillstowork.ie  
www.solas.ie  
www.careersportal.ie  
www.qualifax.ie  
www.qqi.ie  
www.gettingbacktowork.ie  
www.gradireland.com  
www.barclays.co.uk/lifeskills  
www.monaghanadulthoodeducationguidance.ie  
www.localemploymentservices.ie

This booklet has been compiled by staff of Monaghan County Library Services for reference purposes. Its sole purpose is to assist library staff in providing information to the public on job seeking and education. It will be available to download from [www.monaghan.ie](http://www.monaghan.ie) and [www.linkedinjob.eu](http://www.linkedinjob.eu) for use. Information is correct at time of publication.

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