

JOB DESCRIPTION

Job Title: Under 25s team Support Worker

Reports to: Under 25s Coordinator

Division: Employ Jersey (JET) Ltd

Hours Per Week: Negotiable

Salary: £31,264 (for full-time employee - 38 hours)

JET mission statement:

Our aim is to empower and facilitate people in Jersey with a disability and/or long-term health condition. To maximise their potential to gain and maintain open employment through individual training and support.

Job Purpose:

To support young people within the Under 25s service to increase engagement, assisting them to develop a variety of skills, enabling them to progress towards their volunteering, training, and employment goals.

To support clients with neurodiversity, disability and/or long-term health condition, ensuring the level and type of support meets the needs of the clients under the direction of the Under 25s Coordinators.

Principal Accountabilities

1. Provide support to Under 25s service clients within 1) JET services; ATD projects, Acorn Business Units, Job clubs and training courses, and 2) externally; within employer premises, training locations, home visits, partner agencies or other locations as required.
2. Work in partnership at all times with the client, maximising their ownership and control over gaining the necessary skills to assist them to progress onto placements and/or employment.
3. Work in partnership with the Under 25s Coordinators to assist clients to achieve the goals set out in their action plans.
4. Provide pre-employment support, developing vocational skills and assistance in job searching activities – preparing CV's, applications etc.
5. Provide one-to-one support as required, ensuring the person is not over or under supported. To ensure monitoring and review takes place to assess the level of support needed.
6. Liaise with other staff members within JET, ensuring positive and effective communication to assist in meeting the needs of clients.
7. Work in partnership with other agencies and services to maximise service delivery for individual clients and groups.
8. Under the direction of the Under 25s Coordinators provide advice, guidance, or signposting to clients onto other additional support available to enable them to progress to employment goals.
9. Seek advice and guidance from the Occupational Therapist and other relevant senior staff regarding specific adaptations or alterations for clients if required, to assist clients to progress.

10. Maintain Quality Assurance systems including databases, personal records, and data in line with the data protection law and as directed by line manager. Complete required admin within identified timeframes.
11. Work within current legislation and adhere to policies and procedures within JET e.g. Adult Safeguarding procedures, Health and Safety procedures and helping ensure client risk assessments are in place and kept up to date.
12. Assist with any marketing or promotional initiatives for the service, liaising with the other team members and other relevant parties.
13. Identify any safeguarding issues and bring them to the immediate attention of the line manager and/ or senior management team. To ensure your knowledge of safeguarding is kept up to date by attending training and being aware of the reporting processes.

Secondary Duties:

1. To participate in specific and generic training for personal career development and assist in the delivery of such events to fellow co-workers when deemed appropriate.
2. To provide cover for colleagues when required as directed by your line manager which could include occasional weekends or evenings.
3. To maintain client records and undertake any other administrative tasks related to the Under 25s service.
4. To provide appropriate clerical cover to ensuring the smooth and efficient running of daily operations within the service.
5. To promote the service through networking, participating in presentations or other marketing events.
6. To undertake any other duties as requested by managers.

Knowledge, Skills, Experience, Qualifications:

		Essential	Desirable
1.	A good general educational background.	√	
2.	A professional qualification in Supported Employment, Teaching, Training, or Human Resources.		√
3.	Support work experience/experience of working with people with disabilities and/or health conditions	√	
4.	IT skills and competent in MS Office applications.	√	
5.	Excellent communication and presentation skills both oral and written.	√	
6.	Ability to work on own initiative and organise own workload with supervision from the Coordinators.	√	
7.	Have a positive attitude towards disabled people and an understanding of the barriers they face in trying to enter the labour market.	√	
8..	Knowledge of health and safety in the workplace and data protection laws.	√	
9.	Experience of providing vocational training.		√
10.	Understand quality assurance procedures and assist to implement.		√
11.	Experience of working in a multi-agency environment.		√

12.	An ability to work as part of a team and share information with co-workers.	√	
13.	A mode of transport suitable for attending meetings in a timely manner.	√	
14.	5 years residency or deemed residentially qualified.	√	

Feb 2024