

Job Description

Position: Acorn Training and Development Support Worker
Reports to: Acorn Training and Development Team Leader
Division: Acorn
Hours: 38

Job Purpose:

To assist in the support of clients with a disability and/or long term health condition, ensuring the level and type of support meets the needs of the service users.

To assist in supporting clients within Group Projects, 1:1 community volunteering placements and pre-employment training, enabling clients to progress towards their volunteering, training and employment goals.

Principal Accountabilities

1. To 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 vocational/training programmes within Acorn Training and Development services or other services within Jersey Employment Trust.
2. To assist in the running of group volunteering projects, supporting clients to be involved in a variety of voluntary tasks, whilst encouraging them to develop their interpersonal and work related skills.
3. To support the Acorn Training and Development service tutors in the delivery of specific training programmes relating to employability skills, in order to help clients progress towards their desired goals and aspirations.
4. To help identify and source specific volunteering placements within the community for clients looking to volunteer independently within local charities and non-profit making organisations.
5. To provide practical “hands on” support when required to assist clients within a Volunteering placement.
6. To assist clients in identifying their goals and realistic aspirations and help formulate an agreed action plan.
7. To liaise with other staff members within JET, ensuring good communication between the teams and that services are coherent and meet the needs of the clients.
8. To work in partnership with other agencies and services to maximise service delivery for individual clients and groups.
9. To provide advice, guidance or signposting to clients onto other additional support available such as; access to learner support, transport, specialist equipment etc therefore reducing barriers for clients.

10. To seek advice and guidance from the Occupational Therapist and other relevant senior staff regarding specific adaptations or alterations for clients if required, in order to assist clients to progress.
11. To maintain Quality Assurance systems including databases, personal records, reports and statistical data in line with the data protection law and as directed by line manager.
12. To work within current legislation and adhere to policies and procedures within JET eg Adult Safeguarding procedures, health and Safety procedures and helping ensure client risk assessments are in place and kept up to date.
13. To assist with any marketing or promotional initiatives for the Acorn Training and Development Service, liaising with the other team members and other relevant parties.
14. To identify any adult protections 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.
3. To maintain client records and undertake any other administrative tasks related to the Acorn Training and Development 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 at all times through networking, participating in presentations or other marketing events.
6. To undertake any other duties as requested by your line manager or the Client Services Manager.

Knowledge, Skills, Experience, Qualifications:

		Essential	Desirable
1.	A good general educational background.	√	
2.	A professional qualification in Supported Employment, Teaching, Training, Human Resources or Information Advice and Guidance.		√
3.	Be computer literate and have the ability to use word processing, spreadsheets and databases.	√	
4.	Excellent communication and presentation skills both oral and written.	√	
5.	Ability to work on own initiative and organise own workload with supervision from the Team Leader.	√	
6.	Have a positive attitude towards disabled people and an understanding of the barriers they face in trying to enter the labour market.	√	
7.	Knowledge of health and safety in the work place and data protection laws.	√	
8.	Experience of providing vocational training.		√
10.	Understand quality assurance procedures and assist to		√

	implement.		
12.	Experience of working in a multi-agency environment.		√
13.	An ability to work as part of a team and share information with co-workers.	√	
14.	A clean driver's licence.	√	
15.	5 years residency or deemed residentially qualified.	√	