



JOB DESCRIPTION

Job Title: Transition Support Worker	Reports to: Transition Co-ordinator
Division: Workforce Solutions	Hours: 38

The Transition Service was formed to work with students with support needs whilst they are in education, to plan a pathway and to guide and support them into future employment.

Job Purpose:

To provide a comprehensive and coherent transition service to young people with employment needs including young people with disabilities (physical impairment, learning disability, mental health condition, brain injury, autism spectrum condition, sensory impairment or long term conditions).

To link with schools, colleges and the Education Department to provide a transition service to people with disabilities from age 14 onwards. To work closely with the employment team, Acorn Training and Development (ATD) Team and potential employers. To work in partnership with other agencies who provide support to people with disabilities to maximise the effective use of resources.

Principal Accountabilities:

1. To work in partnership at all times with the young person, to maximise their ownership and control of the process of transition, further education, training and finding employment.
2. To assist the Transition Co-ordinator with liaising with schools and college to link with the young person in transition and gain insight and information regarding their specific learning and support needs.
3. To attend Education Reviews of the young person in transition from age 14 onwards either at school or college and keep detailed records for tracking young people through the transition process as directed by the Transition Co-ordinator.
4. To assist in the facilitation, development and delivery of appropriate training to assist individuals and groups in the development of employability skills, within schools/colleges & JET environments.
5. To provide advice and guidance on training, education, support and employment options available locally.
6. To assist young people to formulate goals and realistic job aspirations and to assist and facilitate in a self assessment process that leads to an agreed Employment Development Plan for each young person.

7. To liaise with school/college staff, parents or carers of the young person in transition to ensure they are aware of and understand the training and employment pathway for the young person at JET, as directed by the Transition Co-ordinator .
8. To assist in the transition for a young person from Education Department into the Employment Service of JET where appropriate. To provide an assessment to support any onward referral.
9. To assist in the maintaining records regarding young people in transition from age 14 onwards focussing on projected numbers of people potentially requiring a service from JET & reporting to management the future resource need around client numbers.
10. To provide appropriate pre-employment support including assistance in job search activity, preparation of applications and CV's and directly canvass employers on an individual's behalf.
11. To provide one to one on the job training during an individuals induction to a placement/internship or when additional training is required, ensuring the person is not either over or under supported at these critical times.
12. To assist in the co-ordination of relevant support services internally and to work in partnership with other support agencies to ensure the smooth transition into the work place.
13. To assist in undertaking health and safety checks and risk assessments within the workplace prior to the commencement of work experience, trial or job placement.
14. To seek advice and guidance from the Occupational Therapist within the Trust regarding any specific adaptations or alterations to premises or work routine that may be required to meet individual requirements.
15. To promote the skills and abilities of people with disabilities to employers and potential co-workers, providing information, advice and training when appropriate.
16. To assist in the maintenance quality assurance systems including personal records, reports and statistical data required by the managers within the Trust.
17. 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 across the organisation for colleagues as directed by the Transition Co-ordinator including providing support at Job Clubs.
3. To update employer/client contact database, in line with data protection laws and ensure this system is maintained and kept up to date.

4. To provide appropriate clerical cover, answering phones etc to ensure the smooth and efficient running of day to day operations.

Knowledge, Skills, Experience, Qualifications:

		Essential	Desirable
1.	A good general educational background.	√	
2.	A professional qualification in Teaching, Training, Occupational Therapy, Supported Employment, Human Resources or Information, Advice and Guidance.		√
3.	To 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 organise own workload and work under pressure with minimal supervision.	√	
6.	A positive attitude towards people with disabilities 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 delivering training.		√
9.	Confidence/Ability to deliver employability and vocational training.	√	
10.	An ability to market the service and liaise with external agencies, employers and educational establishments.	√	
11.	Experience and / or understanding of the Jersey Education Framework	√	
12.	Experience of working in a multi-agency environment.		√
13.	An ability to work within a team and share information with co-workers.	√	
14.	5 years residency or deemed residentially qualified	√	
15.	A clean driver's licence.	√	

Reviewed April 2019