

JOB DESCRIPTION

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| Job Title: Employment Support Worker | Reports to: Employment Coordinator |
| Division: Workforce Solutions | Hours: 38 |

Job Purpose:

To work as a member of a team of support workers, in providing a comprehensive and coherent employment support service to people with disabilities and long term health conditions. To provide support to individuals in a range of training activities that will enhance their chances of gaining and maintaining employment.

To provide on the job training, in a variety of employment settings whilst working under the direction of the Employment Coordinator.

Principal duties

1. To work in partnership at all times with the individual, to maximise their ownership and control of the process of finding employment.
2. 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.
3. To assist individuals to formulate goals and realistic job aspirations and to assist and facilitate in a self-assessment process that leads to an agreed action plan to meet their specific needs and requirements.
4. 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.
5. To provide one to one on the job training during an individual's induction to work or when additional training is required, ensuring the person is not either over or under supported at these critical times.
6. 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.
7. To promote the skills and abilities of people with disabilities to employers and potential co-workers, providing information, advice and training when appropriate.
8. To work alongside clients in any of the Trust's training schemes (Acorn Enterprises – Nursery, Woodshack and Reuse)) to enable clients to develop their work skills.

9. To liaise with and report concerns to the Employment Coordinator and work in a team of support workers.
10. 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.
11. 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
12. To assist in the maintenance quality assurance systems including personal records, reports and statistical data required by the managers within the Trust.
13. To assist in the maintenance of an employer and clients contact database, in line with data protection laws and ensure this system is maintained and kept up to date.

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 Employment Co-ordinator.
3. To provide appropriate clerical cover, answering phones etc to ensure the smooth and efficient running of day to day operations.
4. To ensure strict confidentiality of client details at all times.
5. To read and adhere to relevant policies and procedures within the work place.

Knowledge, Skills, Experience, Qualifications:

| | | Essential | Desirable |
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| 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 Employment Co-ordinator. | √ | |
| 6. | Have a positive attitude towards disabled people and an understanding of the barriers they face in trying to | | |

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| | 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. | √ | |