

Job Description

Job Title: Employability Support Worker

POSCODE:

Grade:

Overall purpose of the job

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

To provide practical support for work led and experience-based learning for adults with disabilities.

To support individuals to gain the skills and experience to enable them to move to voluntary or paid work

To provide practical support, training, and encouragement so that trainees can build on their own skills and abilities whilst respecting their individual needs and choices.

Due to the nature of the work and the working environment the post holder will often be lone working and will not readily have support and/or supervision available. They will therefore need to be able to respond immediately to emergency situations or other challenging situations by assessing the situation as it arises and the consequence level of risk to the service user and others.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	To support individuals in small groups to develop and maintain skills, knowledge and experience through a variety of work based opportunities. Creating positive interpersonal relationships with trainees providing support with problem solving and promoting self-reliance.
2.	Identify an individual's learning needs to be able to understand how the person learns best, providing guidance to prepare the individual for work opportunities. Make on-going assessment of the individuals skills and knowledge and adapt tasks to support the individuals learning experience.
3.	Work to all regulations for the area of work, following all Health and Safety requirements applicable to the area of work and follow safeguarding procedures as per policies and procedures reporting any concern or issues to the Employment Skills Worker. Support individuals to follow health and safety procedures and comply with relevant legislation, complete ongoing assessment of risk within the work environment and follow risk assessments giving guidance to individuals on how to work safely in the environment and safe working procedures around equipment and machinery. Respond to emergencies following the appropriate policy and procedure.
4.	To update personal action plans with progress towards agreed goals and outcomes. Contribute to plans, regular reviews, and portfolios of evidence created, within agreed timescales. To make appropriate use of communication systems to obtain and give information using IT and online programmes, training platforms and emails to complete work required.

5.	Work to counter discrimination in the lives of people using the service both in and out of the community during interaction with mainstream facilities, by challenging opinions and stereotype and being positive about disability rights. Empower service users to take control of their own lives within the normal boundaries of independence and citizenship
6.	Attend meeting as required to support the planning and delivery of the project inputting ideas and recommendations to develop area of work
10.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
	For Progression to Scale 3 the following task are required as part of your role: • Be able to complete personal action plans to the required standard • Complete risk assessment competently, • Level 3 qualification of relevant field within social care.

Safeguarding commitment

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Level 2 qualification	Diploma in Health & Social Care, or equivalent level 2 qualification for Vocational area of post or willingness to undertake as a priority as soon as available. <i>For Café/catering-</i> Food Hygiene Level 2 or willingness to undertake as a priority	Essential
Vocational Short Courses	Vocational area of post i.e. Bike Care, Café/catering, gardening/maintenance, administration/IT or willingness to undertake as a priority	Desirable
	First Aid training Making safeguarding personal Mental Capacity Act/Deprivation of Liberty safeguards Epilepsy Training	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Knowledge of service users	Awareness of issues facing people with learning and/or physical disabilities	Essential
Knowledge and understanding of effective customer care	How to respond initially to complaints and improve customer service.	Essential
Knowledge of employment environment	Awareness of the employment needs for people with a disability	Essential
Health and safety Requirements	Awareness of Health & Safety requirements in the work place	Essential
Skills		
Working with Service Users	Working with and supporting people with dignity, care and respect.	Essential
Team working	Work as an effective team member, contributing to the growth and development of the service	Essential
Self-motivated and able to work creatively and on own initiative	Ability to think creatively and work unsupervised	Essential

Communication skills	Good written and verbal communication skills. Ability to keep accurate records	Essential
Working with individuals	Knowledge and understanding promotion of independence and empowering individuals to work towards goals and outcomes.	Essential
Confidentiality	Maintain confidentiality and record and report risk	Essential
Anti -Discriminatory Practice	Commitment to anti-discriminatory practice	Essential
Assessment of risk	Identify risks and report accordingly	Essential
IT skills	Able to use a computer laptop for emails, MS Word, MS Excel and internet searches.	Essential
Experience	Give an idea of the type and level of experience required do not specify years of experience.	
Working with service users	Experience of working with people with a learning disability or physically disabled/vulnerable service-users	Essential
Experience of specific work related tasks	Some experience of specific work related tasks in the area of the project i.e.Bikes, Café/catering, gardening/maintenance, administration/IT	Essential
Equality, Diversity and Inclusion (applies to all roles.	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	
Safeguarding (include for roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed ☒	Hybrid	Field	Remote	Mobile
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