

Job Description

Job Title Employability Co-ordinator
 Job number CCC0465
 Grade Scale 5

Overall purpose of the job

To lead a team providing work led and experience based learning for adults with disabilities. To assess competency and seek future employment opportunities for individuals who access this service.
 To provide advice and support to employers on the benefits of employing adults with disabilities.

Main accountabilities

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1.	To support individuals to develop skills, knowledge and work based experience through a variety of opportunities. To ensure an effective and outcome based service is delivered through training, coaching and work based experiences.
2.	To support individuals to create personal action plans with agreed goals and outcomes. Plans will be reviewed regularly and portfolios of evidence created within agreed timescales. Facilitate support required and ensure individuals receive this support within, or outside of the service, depending on agreed actions.
3.	To identify and provide ongoing support with appropriate employment/work experience. To coordinate appropriate work placements and contact potential employers to identify suitable placements/opportunities.
4.	To ensure individuals are working within a safe environment and follow safeguarding procedures as per policies and procedures.
5.	Ensure individuals have an understanding of health and safety procedures and comply with relevant legislation. Lead on appropriate risk assessments and take responsibility for the safe working procedures around equipment and machinery.
6.	To supervise and manage staff within own area of work. To identify learning developments and opportunities for staff and individuals who access the employment service.
7.	Attend regular staff meetings and countywide Employment meetings. Work alongside other employment skills workers to ensure the service vision and aims are implemented effectively.
8.	Implement services to meet demand, this will cover all services within the county.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

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
NVQ level 3	Health and Social Care or equivalent	Essential
NVQ assessor/vocational qualification in supporting learning		Essential
Teaching/Work Coach Qualification		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 of employment environment	Understand the wider employment environment and the individual needs for people with a disability	Essential
Health and safety legislation	Current working knowledge of Health & Safety legislation	Essential
Knowledge and understanding of effective customer care	Knowledge of how to respond to complaints and improve customer services, including quality assurance	Essential
Advocacy	An understanding of advocacy	Essential
Skills		
Communication skills	Effective interpersonal skills such as negotiation, assertiveness and verbal communication. Ability to communicate in writing.	Essential
Team working	To 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	This role will include lone working and work within the community	Essential
Communication skills	Excellent written and verbal skills with the ability to communicate with a range of partners and individuals	Essential
Confidentiality	Maintain confidentiality and record and report risk	Essential
Knowledge and experience of specific work related tasks	This is will differ in each area and for each ESW – areas covered: Bikes, Café/catering, gardening/maintenance, administration/IT	Essential

Abilities/Attitudes	Willingness to work with behaviours that can challenge	Essential
Working with service users	Knowledge of need to be able to work and support people with dignity, care and respect	Essential
IT skills	Ability to use a computer	Essential
Communication skills	Ability to use initiative, prioritise, liaise with a range of other professionals	Essential
Working with service users	Supervising, mentoring, empowering service-user's progress and outcomes	Essential
CCC procedures	Ability to follow CCC guidelines	Essential
Working with services users, carers and host employers	Implementing agreed aims and objectives set for work placements	Essential
Working with services users, carers and host employers	Ability to develop and maintain effective consultation with service-users, carers and host employers	Essential
Working with service users	Knowledge and understanding promotion of independence of service-users through aims and objectives and developing work placements	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
Working with service users	Support people with disabilities to access the community	Essential
Delivering specific work based groups	This will depend on area of work	Essential
	Evaluating group work and individuals and delivering outcome based objectives	Essential
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?	Enhanced
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Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)

Fixed