ORKNEY ISLANDS COUNCIL

Employability Coordinator

Council Offices, Kirkwall

At a glance:

Grade: F/G
Salary: As per advert

Allowances:

- Distant Islands Allowance, where applicable

Job Purpose:

Your work will include the delivery of an effective, efficient, high-quality supported employment service that is person centred in approach and is flexible to achieve the desired outcomes for people using the service to meet their individual needs

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

- Assess, develop, and implement Individual Support Plans (ISPs) with individuals, families, carers, guardians, and professionals
- Design tailored programmes to support employment goals, skills development, positive routines, independent living, and travel training when appropriate, taking into account mobility and barriers associated with their disability.
- Advocate for individuals to have equitable access to mainstream workplaces and opportunities
- Be able to work with and support service users in work placements, which can at times be physically demanding. Placements can be either office based, within local businesses or in an open air setting such as a farm.
- Review progress against outcomes, incorporating feedback from employers and professionals. Prepare reports, maintain records, and document unmet needs.
- Carry out risk assessments and understand Safeguarding Principles to ensure safety and wellbeing, considering health needs, mobility, and disability-related barriers. Have the ability to support service users and effectively manage challenging situations with the ability to remain calm.
- Liaise with employers, third sector organisations, and community groups to negotiate placements aligned with service users' outcomes.
- Support and facilitate the inclusion of autistic people and those with learning disabilities in mainstream workplaces and communities
- Establish and maintain effective working relationships with colleagues, professionals, employers, partner agencies, colleges, employability providers, families, and community groups.
- Attend, facilitate, chair, and minute meetings in the interest of service users (e.g., service reviews) and participate in meetings/team meeting as delegated by the Team Manager.
- Responsible for the day to day first line supervision of staff including provision of day to day advice, guidance, and support to other members of staff
- Cash handling, accountable for the monitoring of financial transactions of service users as required and supporting service users in their choice to manage their own financial and personal resources, including assisting service users to manage their monies
- Use a range of computer software including Microsoft Office.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

To be appointed at Grade F:
SVQ2 in Social Services and Health Care with requirement to achieve an SVQ3 or HNC in Social Services and Health Care within 3 years of appointment.
To be appointed at Grade G:
PDA Supported Employment, SVQ3 or HNC Social Services and Health Care or equivalent qualification.
Experience of working in a social care, health or community setting and an understanding of the issues experienced by adults with a Learning Disability or autism.
Experience of person-centred planning and delivering assessed outcomes.
An awareness of the national care Standards and SSSC Codes of Practice for Social Services Worker.
Knowledge of Human Rights, Diversity and Equality.
Knowledge of Adult Support and Protection.
Knowledge of legislation, employment policy, guidance, provision and principals relating to adults with a Learning Disability.
Be able to use Microsoft Suite and create concise and evidenced based records and reports.
Full current driving licence (please note the Council is committed to making reasonable adjustments so if you are unable to drive due to a disability your application will still be considered)

Requirements of the Role

Disclosure/PVG:	PVG Adults	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	No